

Classroom Contacts

427.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure department personnel understand the importance of maintaining a peaceful learning environment while minimizing disruptions to educational activities and to establish procedures to guide officers during enforcement contacts within a classroom. The Mt. San Antonio College Police & Campus Safety Department recognizes that contacting students, faculty, or staff inside the classroom creates additional risk and challenges, but at times may be required. The Mt. San Antonio College Police & Campus Safety Department will address those challenges in balance with the overall mission of the department.

427.2 MISDEMEANOR AND NON-VIOLENT FELONY ARRESTS AND INVESTIGATIONS

For the safety of students, faculty, staff, and department personnel, disrupting a classroom in session should be avoided whenever practicable. Generally, misdemeanor and non-violent felony arrests, as well as follow-up investigations, would not warrant an immediate intrusion into a classroom. Instead, department personnel should wait until class dismissal to contact and/or detain any person for enforcement action. Department personnel should consider the timing, location, and the observing crowd when making the enforcement contact.

427.3 CLASSROOM ENTRY

Excluding exigent circumstances requiring immediate intervention, any contact requiring department personnel to enter a classroom in session shall only be acted upon with prior notification to and approval from a supervisor.

Once approval has been obtained from a supervisor, the department personnel seeking to enter the classroom shall also notify the appropriate dean or college administrator prior to the contact, if practicable, or immediately thereafter.

If it is tactically safe to do so, department personnel should also consider notifying the faculty member before any intrusion into the classroom.

In the event entry into a classroom is required, the responding department personnel shall consider the following:

- (a) Reasonable effort should be made to enter the classroom in a manner that minimizes the disruption.
- (b) Cooperation of the faculty/staff member in charge of the classroom should be requested, as applicable.
- (c) All necessary precautions shall be made to ensure the safety of all individuals present.
- (d) Department personnel should request the faculty/staff member dismiss the students, should the circumstances warrant it.
- (e) Reasonable effort should be made to protect the privacy of the individual(s) being contacted.

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427.4 OUTSIDE AGENCY ASSISTANCE

Outside agencies should make contact with the Mt. San Antonio College Police & Campus Safety Department prior to any classroom arrests. Any requests or notifications made by an outside agency shall be immediately forwarded to the appropriate supervisor.

Any decision to assist an outside agency with a classroom arrest shall be handled on a case-by-case basis and in accordance with this policy.

427.5 NON-ENFORCEMENT CONTACTS

In the event a member of this Department needs to make contact with a classroom in session for any purpose not requiring enforcement action (e.g., found property, car alarm notification, need to relay a time-sensitive message to a student or employee, etc.), the member should attempt to have the appropriate dean or college administrator enter the classroom to bring the student or employee out.

However, all members shall notify their supervisor prior to disrupting a classroom in session.

427.6 EXIGENT CIRCUMSTANCES

Nothing in this policy shall restrict department personnel from entering a classroom in session for an immediate emergency response.