



**FORM KLG-E1**  
**Relations With Law Enforcement**  
**& Social Service Agencies**

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**CHECKLIST:**

VERIFICATION, DOCUMENTATION AND PARENTAL NOTIFICATION PROCEDURES

*For use with LCPS Policy and Regulation KLG:*

*Relations With Law Enforcement Authorities and Social Service Agencies*

*Before any student is produced by a school principal for **any** contact with law enforcement officer or social service agent, the principal or his or her designee must complete the following:*

**1. Identification of student:**

\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_ School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**2. Identification of officer or agent:**

\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_ Badge Number: \_\_\_\_\_

\_\_\_\_ Name of agency: \_\_\_\_\_

Agency telephone number: \_\_\_\_\_

\_\_\_\_ Date of appearance: \_\_\_\_\_

\_\_\_\_ Time of appearance: \_\_\_\_\_

\_\_\_\_ If officer is acting pursuant to an arrest warrant, copy of warrant obtained  
(and attached to this form).

\_\_\_\_ Information completed by: \_\_\_\_\_  
Signature-Principal/Designee

**3. Telephone confirmation of officer or agent identification with agency**

\_\_\_\_ Name, title and office of person contacted: \_\_\_\_\_

Identification and purpose of visit confirmed: \_\_\_\_yes \_\_\_\_no

\_\_\_\_ Date/Time of confirmation: \_\_\_\_\_

If the purpose of the visit is to interview or arrest a student for alleged criminal activity, the agency should justify taking action on school premises during school hours, *unless* the alleged criminal conduct was 1) committed at school or during school-sponsored activities, or 2) the school principal requested police assistance.

\_\_\_\_\_ No justification needed (one of the conditions listed above applies) *or*

\_\_\_\_\_ Agency justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Agency confirmation completed by: \_\_\_\_\_  
Signature-Principal/Designee

#### 4. Notification of parent(s) or guardian(s) of student

\_\_\_\_\_ Officer/agent directs that contact with parent/guardian is to be made  
\_\_\_\_\_ YES, contact is to be made; *or* \_\_\_\_\_ NO, contact is not to be made.  
(See Section V. B. of KLG-R)

\_\_\_\_\_ If the officer/agent directs that parent/guardian is NOT to be notified because the investigation is in regard to child abuse or neglect, obtain the officer's/agent's signature. (If officer/agent refuses to sign, principal/designee should so note and initial.)

\_\_\_\_\_ Signature of officer or agent (*or principal/designee note and initials*)

If officer does NOT object to parental notification, contact at least one parent/guardian by telephone or leave a message.

\_\_\_\_\_ Parent/guardian contacted for \_\_\_\_\_  
Student's name

\_\_\_\_\_ Parent/guardian's name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Spoke to parent/guardian \_\_\_\_\_ Left message

\_\_\_\_\_ Parent/guardian notification completed by: \_\_\_\_\_  
Signature-Principal/Designee

*The completed form is to be retained by the school principal, with one copy sent to the LCPS Coordinator for Safety and Security and one copy sent to the Superintendent of Schools.*