



**Department of  
Education**

Chancellor David C. Banks



# SCANNING IN NYCDOE SCHOOLS

A COLLABORATION BETWEEN THE NEW YORK CITY  
POLICE DEPARTMENT (NYPD) AND THE NEW YORK  
CITY DEPARTMENT OF EDUCATION

**Effective July 21, 2016**

# Overview

Since the late 1980's, metal detectors have been used in New York City public schools in order to maintain a safe and secure school environment and prevent weapons from being brought into the schools. The scanning program continues to be a vital security initiative and significant deterrent to weapons and violence. Furthermore, when weapons are found, schools can implement appropriate supports, interventions and follow up measures to reduce the chance of recurrence and address underlying factors that affect the safety and security of the school community. In accordance with established procedures and protocols, including Chancellor's Regulation A-432 on Search and Seizure and the NYPD Patrol Guide 215-18 on Search Protocols for School Safety Agents, all students and visitors entering a school facility where scanning takes place are subject to scanning. School staff may enter the building at a non-scanning entrance designated by the principal/designee, which is monitored by school safety agents. NYPD personnel who conduct the scanning are trained to respect students' rights and to ensure that scanning occurs in the least intrusive and most respectful manner possible. A principal or his/her designee must be present whenever scanning occurs. Scanning is only conducted at High Schools or Middle Schools which includes grade levels 6 through 12. When an Elementary School is present in a Middle School or High School where scanning occurs, a separate entrance will be provided for Elementary level students to enter the building without being scanned.

In School Year 2015-16, there are 88 scanning sites<sup>1</sup>:

- 79 full time scanning sites
- 9 part time (random) scanning sites

## CHANCELLOR'S REGULATION A- 432 SEARCH AND SEIZURE



Chancellor's Regulation A-432 sets forth the procedures to be followed when students, their possessions and/or their lockers are searched. It includes the procedures for conducting searches by metal detectors. In accordance with this Regulation, a student's person and possessions may be searched provided that school officials have reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law and/or school rules and regulations. The extent and scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Searches should be conducted with a reasonable degree of privacy and consideration for the dignity of the individual.

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<sup>1</sup> These sites may change throughout the year as new schools may be added or scanning may be discontinued.

# Types of Scanning

Scanning is implemented in New York City public schools on the following bases: 1) on a full time basis whenever the school is being used; or 2) on a part time basis during randomly assigned days of the week during school hours. In addition, schools are randomly selected for scanning throughout the year or scanning may occur at a particular school when there is reason to believe that there is a threat to the safety of the school community. All three methods of scanning, as described below, follow the same search procedures and protocols and all students and visitors are required to be scanned. All personnel who conduct the scanning are required to be trained in scanning policy and procedures. The principal/designee is required to be present whenever scanning is conducted.

***Part Time (Random) Scanning*** – scanning implemented on a random basis throughout the week. In certain scanning sites, scanning does not take place every day but occurs several times a week during school hours. The schedule for scanning is determined jointly by the principal/designee and the Level III SSA assigned to the school. The scanning equipment remains on-site when not in use. Scanning is conducted by School Safety Agents assigned to the site. Assistance may be given by the Civilian Patrol Borough Task Force.

***Full Time Scanning*** – scanning implemented on a continuous daily basis. In full-time scanning schools, scanning is conducted every day during regular school hours and after school and during the weekends, whenever the school is being used. Full time scanning sites are staffed by NYPD School Safety Division borough personnel and the scanning equipment remains on-site when not in use.

***Unannounced Scanning*** – A school is selected for scanning and scanning equipment is brought to the school for the day. This is a mobile operation conducted by NYPD School Safety Division Support/Special Services personnel and is implemented based on either a random selection or in response to conditions or circumstances that indicate the potential for weapons possession or related violence, such as a tip or spike in reported violent incidents. Any school that does not have full time scanning may be subject to unannounced scanning.

## SCANNING PROCESS AND EQUIPMENT

The following process and equipment is used during scanning.

All students and visitors entering a Department of Education facility where scanning is taking place are required to be scanned. Students and visitors are asked to place all metal objects on their person in their bags, purses or in a plastic tray prior to reaching the screening checkpoint.

## **Scanning Equipment**

### **X – Ray Machine**

All bags, purses, backpacks and other containers and parcels must be placed through the X-ray machine. The Baggage X-Ray Unit is a machine outfitted with x-ray technology, whereby a conveyor belt automatically moves baggage or similar articles under an element that emits x-rays from the top of the machine. The x-rays are directed downward through the baggage; the resulting images are transferred to a monitor where an operator carefully examines each image for evidence of firearms, knives, razors, and any other contraband or dangerous items prohibited in school.

### **Walk Through**

All students and visitors must walk through a Magnetometer. The Magnetometer resembles a portal or doorway, and is an apparatus designed to detect the presence of metal on a person. An alarm is generated when metal is detected on the person.

### **Hand-Held Detector**

The Hand-Held Detector (Hand Wand) is a light-weight portable device that is used to detect the presence of metal on a person. The Hand-Held Detector is utilized on a person when the walk-through magnetometer indicates a positive reading for the presence of metal on a person, to identify the specific part of the body where the metal is located. The detector is moved closely over but not touching various zones of the body in a wand-like motion, and registers an audible alarm when metal is detected. Additional follow-up measures are taken in response to such an alarm, in accordance with established scanning and search protocols.

## **ROLES DURING SCANNING**

### **The Role of School Safety Agent**

School Safety Agents are trained to treat all individuals entering a school facility with courtesy, professionalism and respect. School Safety Agents overseeing scanning in a school must:

- Properly set up/dismantle equipment and test the scanning equipment daily to ensure it is in proper working condition.
- Greet students and provide them with clear, concise instructions in a professional manner
- Be aware and alert to the walk-through metal detector signals and correctly utilize the hand-held metal detector while carefully observing, interpreting, and reviewing the x-ray machine screen for any suspicious objects.

- Conduct sweeps (searches) for weapons, contraband, and other prohibited items periodically throughout scanning operations each day on the perimeter of the school site.
- Adhere to the established methodology for scanning procedures.

### **The Role of Principal/Designee**

The principal or his/her designee must be present to observe the scanning of students in order to monitor the scanning process, ensure that all relevant DOE regulations are followed and to take appropriate follow up action when students are found to be in possession of prohibited items. The principal will designate an appropriate school official (e.g., assistant principal, dean) to be present at each scanning point/entrance within the facility. In addition, the principal and/or his/her designee address situations which arise when a student or visitor refuses to be scanned for medical or other reasons.

## NOTIFICATION OF SCANNING TO SCHOOL COMMUNITIES



Guidelines and information regarding scanning in schools, such as Chancellor’s Regulation A-432 on Search and Seizure and the Best Practices for Creating and Sustaining a Safe and Supportive School are available to school communities on an ongoing basis. In addition, at the start of each school year, school administration distributes a letter to parents informing them of unannounced scanning in schools.

Scanning in schools is also discussed with school staff during opening day conferences.

In buildings with scanning, freshmen are to receive an orientation on scanning and parents must receive a letter discussing scanning.

All schools must post signs at their student and visitor entrances which state that weapons are prohibited and that persons entering the building may be subject to scanning. In addition, schools must post signage that portrays the scanning process and what items are considered prohibited items.

## TRAINING FOR SCHOOL SAFETY AGENTS

All School Safety Agents receive 9 hours of Scanning Training in the Police Academy. When a School Safety Agent is newly assigned to a scanning school or a school is newly designated as a full time or part time (random) scanning site, the School Safety Division Metal Detection Unit provides orientation and refresher training including the use of Courtesy, Professionalism and Respect (CPR) for all. Full time/ part time (random) scanning School Safety Agents receive Refresher training yearly.

Supervisors of School Security receive scanning training regarding the supervision of scanning sites yearly. Agents assigned to scanning schools receive specialized training consisting of 4 hours of CPR Training, 21 hours (3 Day Course) of Conflict Resolution and an introductory 1 day course in Collaborative Problem Solving.

## QUALITY CONTROL

The NYPD School Safety Division Metal Detection Unit provides daily Quality Control throughout the city. Teams report to a scanning school and conduct a Scanning Weapons Identification Module/ Standard Operating Procedures (SWIM/SOP) assessment. The SWIM/SOP assesses all aspects of a scanning site. The SOP includes a review of all facets of the scanning procedure, including but not limited to logbook entries, greeting, and setup of equipment. If any deficiencies are found, corrective training is provided on site and appropriate follow up action is taken which may include disciplinary action, where warranted.

## Scanning Designation

### CHANGE IN SCANNING DESIGNATION

On an annual basis, NYPD SSD and NYCDOE OSYD will conduct a data review of all scanning schools/campuses (both part time (random) and full time) to identify potential schools/campuses for change in designation (i.e. full to part time (random); part time (random) to full; part time (random) to no scanning).

Principals of a school/campus with scanning may submit a request to change the current designation by taking the following steps:

1. Principal(s) must confer with members of the School Safety Committee, School Leadership Team, UFT Chapter Leader, teachers, school staff, students, parents, School Safety Agents, Superintendents and Borough Safety Director regarding the request to change designation of the scanning school/campus. For campuses, the Principals' Council must meet to discuss the request as well as confer with their School Safety Committee, School Leadership Team, UFT Chapter Leader, teachers, staff, students, parents, School Safety Agents, Superintendents and Borough Safety Director.
2. If it is collectively decided to pursue a change in designation, principal(s) must submit a written request to the NYCDOE Office of Safety and Youth Development (OSYD)
  - OSYD will review the request and share with NYPD SSD
3. NYPD SSD and OSYD confer and will conduct a data review and updated scanning assessment of the school to determine if a change in designation is warranted.
4. Upon completion of the review, OSYD and NYPD SSD will meet with principal(s) and Superintendents to discuss the request. The final determination will be made by NYPD SSD.
  - Principals may appeal changes in scanning designation after conferring with stakeholders and where the data supports a change in scanning designation. Appeals will be reviewed by the Police Commissioner and the Chancellor or their designees. Appeals will be granted only where both parties agree.

5. If request is approved, NYPD SSD and OSYD will discuss a “Change in Designation” plan with principal(s) and the school community which includes teachers, students, parents, School Safety Agents. School administration will be required to distribute a letter to teachers and school staff, parents and students informing them of the change in scanning designation.
6. A change in scanning designation can reflect either one of the following:
  - Become a Part Time (Random) Scanning Site
  - Become a Full Time Scanning Site
  - Change from Part Time (Random) to Full Time
  - Change from Full Time to Part Time (Random)
  - Removal of Full Time or Part Time (Random) Scanning<sup>2</sup>

NYPD SSD and NYCDOE OSYD will conduct quarterly reviews to inform the implementation of the change in designation. Each change in designation plan will be developed and implemented by NYPD SSD and NYCDOE OSYD in collaboration with Principal(s) and school staff located in the school/campus.

## **BECOMING A SCANNING SCHOOL**

When a School Principal is interested in becoming a full time or part time (random) scanning school/campus, the Principal must take the following steps<sup>3</sup>:

1. Principal(s) must engage all parties of their school (i.e. School Leadership Team, School Safety Committee, UFT Chapter Leader, staff, teachers, students, parents, School Safety Agents, superintendents and Borough Safety Director) when considering scanning in a school/campus. For campuses, the Principals’ Council must meet to discuss the request as well as confer with their School Leadership Teams, School Safety Committee, UFT Chapter Leader, teachers, staff, students, parents, School Safety Agents, their respective Superintendents and all parties of their school community.
2. If it is collectively decided to pursue the request, principal(s) must submit a written request to the NYCDOE Office of Safety and Youth Development (OSYD).
3. OSYD will review the request with the New York Police Department (NYPD) School Safety Division (SSD).
4. OSYD, along with NYPD SSD, will conduct a data review of the school/campus. If the data supports the request submitted by the principal(s), OSYD, Division of School Facilities (DSF) and NYPD SSD will conduct a facility assessment to identify the following:
  - o A location for where scanning will potentially take place

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<sup>2</sup> Schools that are no longer subject to full or part time (random) scanning may still be selected for unannounced scanning.

<sup>3</sup> This does not preclude NYPD SSD/DOE from designating a school as scanning site or removing scanning from an existing site.

- Points of student/staff entry
  - Storage for scanning equipment
  - Secondary scanning location (i.e. for students/visitors) if not conducted at the main entrance
  - Physical plant feasibility/needs (i.e. electrical outlets).
5. Upon completion of the assessment, OSYD and NYPD SSD will confer and assess whether to approve/deny the request for scanning and what the designation will be (i.e. Part Time (Random) vs Full Time). NYPD SSD will make the final determination. If the request is approved, NYPD SSD and OSYD will conduct a conference with school staff to discuss School Safety Agent staffing, assignment of school staff designated to support the scanning program, scheduling (start/end times), training as well as holding staff and student orientations. In addition, school administration will be required to submit a letter to school staff, parents and students informing them of the designation as a scanning site.