

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: February 3, 2021

HISTORY: February 20, 2007
October 1, 1999

SUBJECT: Truancy

POLICY NUMBER: 99-083

I. PURPOSE

The purpose of this policy is to identify the role of the City of Oconomowoc Police Department in assisting the Oconomowoc School District in their effort to address truancy.

II. INTENT

The intent of this policy is to provide officers with guidelines which will allow the City of Oconomowoc Police Department to effectively assist the Oconomowoc School District.

III. AUTHORITY

- A. The primary authority of the truancy enforcement is the Oconomowoc School District.
- B. The Oconomowoc School District will be responsible for initiating any requests for police intervention.
 - 1. Upon request the City of Oconomowoc Police Department will assist the Oconomowoc School District in their efforts.

IV. PROCEDURE

- A. The City of Oconomowoc Police Department's initial involvement with the truancy effort will be when officers have contact with a school age subject during school hours.
- B. Upon contacting a subject, the officer shall notify the school resource officer.
- C. If the subject is enrolled and should be attending school, the officer should direct the subject back to their school.
 - 1. Officers are not to transport middle or high school students back to the school.
 - 2. Truant elementary school age students should be turned over to their parent.
 - a. If the officer is unable to contact a parent, the officer shall transport the student back to school.
- D. If a subject who is of high school age indicates they are not enrolled in school, they should be released after the field interview is completed.
 - 1. Officers who have contact with middle and elementary school aged subjects, who are not enrolled in school shall complete a report for record.
 - a. The report will be forwarded to the detective bureau for follow up.
- E. A copy of all Oconomowoc High School related and non-enrolled field interviews shall be placed in the School Liaison Officer's mailbox.
 - 1. The school liaison Officer will be responsible for notifying the high school of the contact.

2. If a representative of the high school requests that a citation be issued, the school liaison officer will issue the citation.
- F. If an officer has contact with a subject, who is an Oconomowoc middle or elementary school student, the officer shall notify the school resource officer and provide them with the information.
1. If a representative of the school requests that a citation be issued for truancy, the officer should issue the citation.
 2. At no time should an officer issue a truancy citation to a student attending an Oconomowoc public school, unless requested to do so by a representative of the Oconomowoc School District.
- G. If an officer has contact with a subject who attends a school outside of the City of Oconomowoc, the officer shall attempt to verify if the student should be attending school.
1. If the officer determines that the subject should be attending school, a municipal citation shall be issued.
 2. Depending on the subject's age, they should either be released or turned over to responsible adult.
- V. PARENTAL NOTIFICATIONS**
- A. Parental notifications shall be made pursuant to state law and current department policy.
 - B. Officers making parental notification shall indicate that the citation was issued at the request of the Oconomowoc School District.

VI. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict