



Center for Educational Performance and Information

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Crime and Safety Reporting Guidelines

Pursuant to 1999 Public Act 102, Michigan Compiled Law 380.1310a, each school shall report at least annually incidents of crime occurring at schools within the school district. At a minimum, the reporting shall include incidents involving:

- Physical Violence
- Gang-Related Activities
- Illegal Possession of Controlled Substances or Controlled Substance Analogues
- Illegal Possession of Other Intoxicants
- Trespassing
- Property Crimes (including, but not limited to, theft and vandalism)
- Cost of Damage of a Property Crime

The School Safety Response Guide, a component of the Statewide School Safety Information Policy, was provided to each school district on October 4, 1999, by the Michigan Department of Education, Office of Safe Schools. The Guide identifies reportable incidents and describes the protocol to be followed by building principals and staff when certain events occur. The protocol specifies under what circumstances principals are required to call 911 or the local police. This document should be used as a guide to determine whether an incident is of sufficient significance to be required that it be reported as an incident of crime in the School Infrastructure Database. Thus, whenever the protocol requires building principals to call 911 or the police regarding an incident described in the School Safety Response Guide, the incident must be included in the districts' annual submission of crime and safety data.

These events must be reported as incidents of crime, even though it may ultimately be determined that prosecution did not occur. **The critical factors in determining whether a reportable incident has occurred is if:**

- 1. 911 or the local police were called; or**
- 2. A police report was filed; or**
- 3. The incident is specifically listed in 1999 PA 102 (as listed above)**

It is recommended that districts begin compiling the information on these incidents as they occur, in accordance with the stated legislation requirements and the School Safety Response Guide.