



PROCEDURAL GUIDE 5760.01-01

SERIOUS INCIDENT REPORTING PROCEDURES

Originating DoDEA Office: Security Management Division

Effective: August 24, 2016

Approved by: Mr. Robert Brady, Principal Deputy Director, Department of Defense Education Activity

Purpose: This procedural guide documents the procedures for submitting Serious Incident Reports (SIRs). This procedural guide does not create policy but only clarifies existing laws or already established policy and describes the steps to accomplish specific actions in accordance with the references.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.	3
1.2. Authority.	3
SECTION 2: RESPONSIBILITIES.....	4
2.1. DoDEA Headquarters (HQ) Security Management Division (SMD).	4
2.2. Force Protection Officers (FPO).	4
2.3. DoDEA District Superintendents.....	4
2.4. DoDEA Reporting Official.....	4
SECTION 3: PROCEDURES	5
3.1. Reporting.....	5
3.2. DoDEA Time Sensitive Notifications.	5
3.3. DoDEA SIR Completion.	5
a. Reporting Information.....	5
b. Incident Location.	6
c. Incident Classification/Type of Incident.	6
d. Participants/Observers.	6
e. Notifications.....	7
f. Details of the Incident.....	7
g. Attachments.	7
SECTION 4: SERIOUS INCIDENT REPORT MATRIX	8
4.1. General.....	8
4.2. Exceptions.....	8
GLOSSARY	27
G.1. Acronyms.....	27
G.2. Definitions.....	27
REFERENCES	30

TABLES

Table 1. Drug and Alcohol Events.....	8
Table 2. Violation of Law	13
Table 3. Sexual Events.....	16
Table 4. Individual Concerns.....	18
Table 5. Property Events.....	21
Table 6. Security Incidents	23

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Administrative Instruction applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as “DoDEA Area Directors”); and all DoDEA Area and District Superintendents, School Administrators, Teachers, and Support Staff.

1.2. AUTHORITY. The procedural guide is published under the authority of DoDEA Regulation 5760.01, "Serious Incident Reporting."

SECTION 2: RESPONSIBILITIES

2.1. DODEA HEADQUARTERS (HQ) SECURITY MANAGEMENT DIVISION (SMD).

The HQ SMD Chief shall:

- a. Ensure this document remains current.
- b. Manage the SIR Database and modify as needed in accordance with DoDEA Regulation 5760.01, DoD Directive (DoDD) 5400.11, DoDD 5015.02, and Director of Administration and Management (DAM) Administrative Instruction (AI) 15.
- c. Develop security and response plans (if applicable), based upon reportable information.
- d. Provide weekly notifications to the DoDEA Director on all SIRs.
- e. Remain the proponent for this document.

2.2. FORCE PROTECTION OFFICERS (FPO). The FPO shall:

- a. Monitor the SIR database and provide program assistance and guidance in problem resolution for DoDEA locations.
- b. Collect and identify trend data.

2.3. DODEA DISTRICT SUPERINTENDENTS. The district superintendents shall:

- a. Report serious incidents using this procedural guide.
- b. Monitor any developments of an incident until terminated.
- c. Not delay or fail to report an incident due to the false perception that the incident would have a negative effect on an employee performance review.

2.4. DODEA REPORTING OFFICIAL. The reporting official shall:

- a. Report serious incidents using this procedural guide.
- b. Collect all pertinent information, i.e., (who, what, where, how, and when) and submit a SIR in accordance with DoDEA Regulation 5760.01.
- c. Not delay or fail to report an incident due to the false perception that the incident would have a negative effect on an employee performance review.

SECTION 3: PROCEDURES

3.1. REPORTING. The procedures in this guide apply to the reporting of security issues that fall under the jurisdiction of the SMD.

a. Serious incidents are events identified in DoDEA Regulation 5760.01. Incidents less serious in nature, involving less serious misconduct or behavioral issues are not reported in the SIR database.

b. Serious incidents must be reported using the SIR database, however, due to the limitations of the system, SIRs may need to be reported a second time through another reporting system.

c. In accordance with DoDEA Regulation 2050.09, reports of child abuse are not reported using the SIR database.

d. Section 4 of this Guide, the SIR Matrix, is intended to be descriptive list of activities that are reportable under SIRs. It is neither an exhaustive list, nor does it exclude activities that may be reportable as SIRs. Reporting Officials must report serious incidents in accordance with this DoDEA Regulation 5760.01.

e. Incidents of a critical nature, that may discredit, bring embarrassment to DoDEA, or may be of significance importance to the Director will be submitted as a Director's Critical Information Requirements (DCIR) report.

3.2. DODEA TIME SENSITIVE NOTIFICATIONS. This procedural guide addresses SIR reporting using the SIR database. Time sensitive notifications are emails used to alert higher levels of the chain of command to time sensitive incidents on-line form contains blocks as identified below. Utilize DoDEA Regulation 5760.01 for additional guidance.

3.3. DODEA SIR COMPLETION. The on-line SIR reporting format contains blocks as identified below. This guidance is intended to explain what information is included in each such block on the form.

a. Reporting Information. The facility where the incident occurred will complete the SIR. The following information must be identified via the online SIR reporting form:

(1) Area and District in which the incident occurred.

(2) School name.

(3) Report preparer. List the name of the person who actually completes the report. (This should be completed at the facility level).

(4) Position. Identify the position of the report preparer.

b. Incident Location. Include the following incident information:

- (1) Date the incident occurred.
- (2) Time the incident occurred.
- (3) Identify if the incident occurred on or off school grounds:

(a) On School Grounds. The incident occurred on school property, both during or after the school day. School property includes school buses.

(b) Off School Grounds. The incident occurred en route to or from school, or at a school sponsored activity.

(c) If the incident did not occur on DoDEA property, however, the incident will have a significant impact on the facility; list the event as “Off School Grounds.”

c. Incident Classification/Type of Incident. Select the type of incident from the categories provided. Based upon the incident, more than one of the following categories or sub-categories can be selected:

(1) Individual Incidents:

- (a) Drug/Alcohol Event.
- (b) Violation of Law.
- (c) Sexual Event.

(d) Individual Concerns. This encompasses security related behavioral health concerns and may not be rise to the level of violation of law.

(2) Facility Incidents:

- (a) Property Events.
- (b) Security Incidents.

d. Participants/Observers. Identify the following information:

(1) Full name of all involved persons who were present, who observed, or have relevant information about the incident. Do not use abbreviations or initials. The full name must be provided for all participants.

(2) Gender of all involved persons. Identify gender based upon the gender asserted by each involved person.

(3) Age of participants. Age is required for all students and for visitors under the age of 18.

(4) Position of all participants.

(a) Students are individuals attending educational activities provided by DoDEA.

(b) Employees are Federal or contract personnel working for DoDEA.

(c) Others, refers to those parents, volunteers, visitors, or anyone else not identified by the employee or student category.

(5) Grade. Identify grade of the involved students.

(6) Status of participants. Subject, victim, or witness.

e. Notifications. This section captures notices that were filed in relation to the incident. Identify and provide the following information:

(1) Identify each entity that received a notice, e.g., Police, District, Area, DoDEA HQ, etc.

(2) Identify if the local law enforcement agency, or other agency, as appropriate, that responded.

(3) Identify if the notified agency is investigating the event.

(4) Identify the name, position, and contact number is provided for all DoDEA personnel responsible for notifications.

f. Details of the Incident.

(1) Describe in detail what occurred. The details must include, “who, what, where, when, how, and why.”

(2) Incident details do not need to be lengthy, but must provide all facts known at the time of the filing of the report/notification and allow for a clear understanding for all persons reading and reviewing the report.

(3) Once the initial details of the incident have been saved in the SIRs data base, the details are locked and no longer are editable. Updates to the incident record will need to be entered into the “Additional Details of Incident” section. This must include who is submitting additional information, the date, and time the data has been saved.

(4) Do not include acronyms. Spell out all titles, facilities, etc.

g. Attachments. Pictures, statements, notes, or other documents pertinent to the report can be uploaded as attachments.

SECTION 4: SERIOUS INCIDENT REPORT MATRIX

4.1. GENERAL. The following tables provide a nonexclusive list of events and examples of events that may be reported through the SIRs database. The misconduct in violation of law and offenses identified below concern behaviors that occur on school grounds, or during school sponsored activities, and when students are commuting between home and school, and when the misconduct may be shown to have a nexus to a school.

4.2. EXCEPTIONS. The lists of events/activities/paraphernalia described in these enclosures are illustrative only, and do not identify every event/activity/paraphernalia that may be inappropriate, nor require that each identified event/activity/paraphernalia result in a SIR.

Table 1. Drug and Alcohol Events

DRUG/ALCOHOL EVENTS		
Incident	Description/Guidance	Examples / Non-Examples
Illicit use of Drugs (excluding Alcohol)	<p>Report: The unauthorized use of any organic or manufactured drug, narcotic, stimulant, controlled substance, or any substance when used to produce an altered mental/emotional state for recreational purposes. This should be reported only if the person is caught in the act of using the drug, or is discovered to have done so in the course of an official investigation. This includes:</p> <ol style="list-style-type: none"> 1. Prescription drugs not prescribed for the individual consuming them and/or taken in quantities that exceed prescribed dosage. 2. Over the counter medications taken in quantities that exceed recommended dosage or prohibited by host nation law. 3. Inhalants, intoxicants, glue, solvents, or aerosols ingested/inhaled for hallucinogenic purposes. 4. Designer/Synthetic drugs – any of various drugs with properties and effects similar to a known hallucinogen, stimulant, or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade restrictions against illegal substances. 5. Illegal/Controlled substances identified in DoDEA Regulation 2051.1. 6. Marijuana/Hashish – the dried leaves of the cannabis plant and its extracts, ingested to induce euphoria. <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Over the counter or prescribed medications taken as directed. Although this may violate school code, it does not meet the criteria for a SIR and should be reported as a disciplinary infraction in the current student management system. 2. Rumors of illicit drug use not substantiated by law enforcement, medical test, or admission of guilt by 	<p>Examples:</p> <ul style="list-style-type: none"> -Teacher is found to be under the influence at school. -Student is observed using prescription drugs that are not prescribed for him/her. -Student found inhaling "Dust Off" for hallucinogenic purposes. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Student possessing or using over the counter or prescribed medications in dosage prescribed. -Student using inhalers for asthmatic condition. -Student possessing paraphernalia containing drug residue (report under "Possession of Drug Paraphernalia"). -Cheerleader is rumored to have smoked marijuana while attending a competition.

	<p>subject.</p> <ol style="list-style-type: none"> Use of illicit drugs does not include tobacco products. A child having an altered mental/emotional state as the result of taking a prescribed controlled substance in accordance with the prescription. Incidents of found drugs when no source can be determined, the documentation in the SIRs report should be limited to the witness who found the drugs. <p><u>Additional Guidance:</u></p> <ol style="list-style-type: none"> The report must specify which drug was involved in the incident. Behavioral evidence alone should not be used as a basis for reporting drug use. When behavior prompts a search or involves a student who is intoxicated who is about to enter a car as a driver, the information derived from the search or the additional action taken may result in the filing of a SIR. 	
<p>Illicit Possession of Drugs (excluding Alcohol)</p>	<p><u>Report:</u> The unauthorized possession of any organic or manufactured drug, narcotic, stimulant, controlled substance, or any substance when used to produce an altered mental/emotional state for recreational purposes, or is discovered to have done so in the course of an official investigation. This should be reported only if the person is caught possessing illicit drugs, or is discovered to have done so in the course of an official investigation. This includes:</p> <ol style="list-style-type: none"> Prescription drugs not prescribed for the individual consuming them and/or taken in quantities that exceed prescribed dosage. Over the counter medications taken in quantities that exceed recommended dosage or prohibited by host nation law. Inhalants, intoxicants, glue, solvents, or aerosols ingested/inhaled for hallucinogenic purposes. Designer/Synthetic drugs – any of various drugs with properties and effects similar to a known hallucinogen, stimulant, or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade restrictions against illegal substances. Illegal/Controlled substances identified in DoDEA Regulation 2051.1. Marijuana/Hashish – the dried leaves of the cannabis plant and its extracts, ingested to induce euphoria. <p><u>Exclusions:</u></p> <ol style="list-style-type: none"> Over the counter medications or prescribed medications when the student is not authorized to possess them. Although possession may violate DoDEA Regulation 2051.1, it does not meet the criteria for a SIR and should be reported as a disciplinary infraction in the current student management system. Rumors of drug possession not substantiated by law enforcement, medical test, or admission of guilt by subject. Possession of tobacco products. <p><u>Additional Guidance:</u></p> <ol style="list-style-type: none"> The report must specify which drug was involved in the incident. 	<p><u>Examples:</u></p> <ul style="list-style-type: none"> -Teacher is found to have marijuana inside their desk. -Student has prescription drugs that are not prescribed for him/her. <p><u>Examples of Exclusions:</u></p> <ul style="list-style-type: none"> -Student possessing over the counter medications in dosage prescribed. -Student possessing inhalers for asthmatic condition. -Student possessing paraphernalia containing drug residue (report under “Possession of Drug Paraphernalia”).

<p>Possession of Drug Paraphernalia (excluding Alcohol)</p>	<p><u>Report:</u> The unauthorized possession of any paraphernalia, equipment, product, or material that is manufactured or modified for making, using, or concealing drugs or is discovered to have done so in the course of an official investigation. This includes pipes, bongs, syringes, scales, rolling papers, roach clips, and other products converted to facilitate ingestion, preparation or concealment of illegal drugs.</p> <p><u>Exclusions:</u></p> <ol style="list-style-type: none"> 1. Rolling papers or scales when no other evidence of illicit drugs or controlled substances exists. 2. Rolling papers for the purposes of using tobacco. <p><u>Additional Guidance:</u> None.</p>	<p><u>Examples:</u></p> <ul style="list-style-type: none"> -Student is found to be in possession of a hollowed out cosmetics case used to conceal drugs. -Student is found to be in possession of a soda can converted into a device for smoking marijuana. <p><u>Examples of Exclusions:</u></p> <ul style="list-style-type: none"> -Drug paraphernalia is found in a common area and the facility leader cannot determine the owner of the item.
<p>Sale/Distribution of Drugs (excluding Alcohol)</p>	<p><u>Report:</u> The unauthorized sale or distribution of any organic or manufactured drug, narcotic, stimulant, controlled substance, or any substance when used to produce an altered mental/emotional state for recreational purposes. This should be reported only if the subject is caught in the act of sale/distribution, or is discovered to have done so in the course of an official investigation. This includes:</p> <ol style="list-style-type: none"> 1. Prescription drugs not prescribed for the individual consuming them and/or taken in quantities that exceed prescribed dosage. 2. Over the counter medications taken in quantities that exceed recommended dosage or prohibited by local law. 3. Inhalants, intoxicants, glue, solvents, or aerosols ingested/inhaled for hallucinogenic purposes. 4. Designer/Synthetic drugs – any of various drugs with properties and effects similar to a known hallucinogen, stimulant, or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade restrictions against illegal substances. 5. Illegal/Controlled substances identified in DoDEA Regulation 2051.1. 6. Marijuana/Hashish – the dried leaves of the cannabis plant and its extracts, ingested to induce euphoria. <p><u>Exclusions:</u></p> <ol style="list-style-type: none"> 1. Over the counter medications in recommended dosage (i.e., one aspirin). Although this may violate school code, it does not meet the criteria for a SIR and should be reported as a disciplinary infraction in the current student management system. 2. Rumors of drug sale/distribution. not substantiated by law enforcement or admission of guilt by subject. 3. Selling/distributing tobacco products. 4. Typically, in drug offenses, intent to distribute can be inferred from some quantity of drugs found in one’s possession. 5. Incidents of found drugs when no source can be determined. <p><u>Additional Guidance:</u></p> <ol style="list-style-type: none"> 1. The report must specify which drug was involved in the incident. 	<p><u>Examples:</u></p> <ul style="list-style-type: none"> -Student passing a marijuana cigarette around in the school bathroom. -Student giving prescription drugs prescribed for someone else to another. -Student selling cocaine to another. -Student or other misrepresenting substances as illegal drugs. <p><u>Examples of Exclusions:</u></p> <ul style="list-style-type: none"> -Students taking medication prescribed for themselves. -Student giving an aspirin to another in dosage prescribed. -Student smoking a marijuana cigarette alone or found with a single marijuana cigarette in backpack (report under Drug Use/Possession).

<p>Use of Alcohol</p>	<p><u>Report:</u> Unauthorized use of alcoholic beverages. This should be reported only if the person is caught in the act of using alcohol, or is discovered to have done so in the course of an official investigation.</p> <p><u>Exclusions:</u> Rumors of alcohol use not substantiated by law enforcement, medical test or admission of guilt by subject.</p> <p><u>Additional Guidance:</u> Law enforcement should be notified by any witness observing a student who exhibits signs of possible intoxication. Law enforcement should be notified when someone who appears to be intoxicated is observed getting into the driver’s seat, or getting out of a car after being seen driving it. DoDEA personnel can ask the driver to remain at that location until the arrival of law enforcement. A trained law enforcement officer should conduct the assessment if possible. Since some medical conditions present similar signs as intoxication, it is important that a thorough assessment is completed.</p>	<p><u>Examples:</u></p> <ul style="list-style-type: none"> -Student or other testing positive for alcohol by law enforcement. <p><u>Examples of Exclusions:</u></p> <ul style="list-style-type: none"> -Student suspected of using alcohol without evidence. -Student smelled of alcohol but after investigation was found to be diabetic. -Student rumored to have been drunk on a class trip.
<p>Possession of Alcohol</p>	<p><u>Report:</u> Unauthorized possession of alcoholic beverages. This should be reported only if the person is caught possessing alcohol, or is discovered to have done so in the course of an official investigation.</p> <p><u>Exclusions:</u> Rumors of alcohol possession not substantiated by law enforcement, medical test or admission of guilt by subject.</p> <p><u>Additional Guidance:</u> None.</p>	<p><u>Examples:</u></p> <ul style="list-style-type: none"> -Student found to have a bottle of vodka in their backpack. <p><u>Examples of Exclusions:</u></p> <ul style="list-style-type: none"> -Student found to have empty beer cans in their vehicle.
<p>Sale/Distribution of Alcohol</p>	<p><u>Report:</u> Unauthorized sale or distribution of alcoholic beverages to a student by another student or other. This should be reported only if the subject is caught in the act of sale/distribution, or is discovered to have done so in the course of an official investigation.</p> <p><u>Exclusions:</u> Rumors not substantiated by law enforcement investigation or admission of guilt by subject.</p> <p><u>Additional Guidance:</u></p> <ol style="list-style-type: none"> 1. Typically, in drug offenses, intent to distribute can be inferred from some quantity of drugs found in one’s possession. For alcohol, the quantity of alcohol can be used to consider sale or distribution. 2. Do report such incidents if the subject who provided alcohol is a member of the school staff, chaperone, volunteer, etc. 	<p><u>Examples:</u></p> <ul style="list-style-type: none"> -Student caught purchasing alcohol for consumption by students during the lunch period. -Student distributing alcohol on a class trip. -Teacher/member of school staff provides alcohol to student, including at an off-campus, non-school-related function (i.e., picnic). <p><u>Examples of Exclusions:</u></p> <ul style="list-style-type: none"> -Student rumored to have provided alcohol during a school-sponsored event. -Parent or other provides student with alcohol at a family picnic.

<p>Found Drugs or Alcohol</p>	<p>Report: Finding any organic or manufactured drug, narcotic, stimulant, controlled substance, alcohol, or any substance when used to produce an altered mental/emotional state for recreational purposes that is found in a common area or under circumstances in which the ownership cannot be determined. This includes:</p> <ol style="list-style-type: none"> 1. Prescription drugs not prescribed for the individual consuming them and/or taken in quantities that exceed prescribed dosage. 2. Over the counter medications taken in quantities that exceed recommended dosage or prohibited by host nation law. 3. Inhalants, intoxicants, glue, solvents, or aerosols ingested/inhaled for hallucinogenic purposes. 4. Designer/Synthetic drugs – any of various drugs with properties and effects similar to a known hallucinogen, stimulant, or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade restrictions against illegal substances. 5. Illegal/Controlled substances identified in DoDEA Regulation 2051.1. 6. Alcoholic products. 7. Marijuana/Hashish – the dried leaves of the cannabis plant and its extracts, ingested to induce euphoria. <p>Exclusions: Unattended over the counter medications, in small amounts, e.g., the amount of tablets identified on the package.</p> <p>Additional Guidance: For purposes of found drugs, anything more than a small amount is reportable. The determination of “small amount” is based upon the discretion of the reporting official.</p>	<p>Examples: -Drug paraphernalia is found in a common area and the ownership is unable to be determined.</p> <p>Examples of Exclusions: -Student possessing paraphernalia containing drug residue (report under “Possession of Drug Paraphernalia”). -Cheerleader is rumored to have smoked marijuana while attending a competition. -A search of a student’s locker results in finding marijuana.</p>
--------------------------------------	---	--

Table 2. Violation of Law

VIOLATION OF LAW EVENTS		
Incident	Description/Guidance	Examples / Non-Examples
<p>Assault/Battery: (physical attack/harm)</p>	<p>Report: The physical use of force or violence by an individual or group of individuals against another that results in injury. Includes cases of simple and aggravated assault as well as assault with a deadly weapon.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Institutional child abuse where the subject is a staff member and the victim is a student. Report these cases using the guidance found in DoDEA 2050.09, <i>Child Abuse Reporting</i>. 2. Two or more persons mutually participating in a fight and not using any weapons. 3. Special Education behavioral incidents unless police involvement is required. <p>Additional Guidance: To distinguish from fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting or is accompanied by the use of a weapon.</p>	<p>Example:</p> <ul style="list-style-type: none"> -Student hitting another with a heavy object over the head. -Student jabbing a pen into another’s arm. -Student or other engaging in a mutual physical altercation with another and continuing to hit/beat that person even after that person stops fighting, or is no longer able to fight back. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Student or other delivering a single poke to the chest or non-injuring strike to the arm of another. -Student raises a hand to or threatens to hit another. -Student or other striking back when hit by an aggressor and becoming engaged in a fight with the aggressor. -Special Education (SpEd) student kicks a teacher.
<p>Homicide (murder, manslaughter)</p>	<p>Report: The killing of one person, including cases of manslaughter.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Suicide. 2. Death by natural causes. <p>Additional Guidance: None.</p>	<p>Examples:</p> <ul style="list-style-type: none"> -Student murdered while walking home from school. -Student kills another student, regardless of where the incident occurs. -An individual is murdered at a DoDEA facility. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Accidental death or death from disease. -Murder of student or other not on school campus, during a school sponsored event, or while traveling to or from school or a school-sponsored event.

<p style="text-align: center;">Extortion</p>	<p>Report: The practice of obtaining something, especially money, or forcing someone to do something against their will through coercion or blackmail.</p> <p>Exclusions: The physical taking or attempted taking of anything of value that is owned by another person or organization under confrontational circumstances, with or without a weapon, by force or threat of force or violence and/or by putting the victim in fear of serious bodily injury or death.</p> <p>Additional Guidance: Extortion is without physical force. If force is used to physically take an object from another, it is considered robbery.</p>	<p>Examples: -Student has topless photos of other students and threatened to make the photos public if they didn't send him more photos.</p> <p>Examples of Exclusions: -Student physically taking money from another student. -Student physically forced to perform an act out of fear, due to threats of serious bodily injury or death.</p>
<p style="text-align: center;">Kidnapping (abduction of an individual)</p>	<p>Report: Forcibly or by threat confining, abducting, or imprisoning another person against his/her will and without lawful authority. Includes cases of parental kidnapping/custodial interference where force is not used.</p> <p>Exclusions: Runaways.</p> <p>Additional Guidance: Kidnapping is difficult to define based upon different Federal and state laws. This is further complicated by the age of consent and age of the majority can vary from one jurisdiction to another. Based upon this difficulty, utilize the following examples as additional guidance for kidnapping.</p> <ol style="list-style-type: none"> 1. Example: If a 14 year old female student runs away with her 18 year old boyfriend, after being picked up from school, to a location unknown to their parent or guardian for over 24 hours. 2. Example: If it is believed a student was coerced into traveling with an unknown person and has been reported as missing to law enforcement. 3. Example: If a student willingly or through coercion is traveling with a person, familiar to the student, however, without parental consent and is missing for over 24 hours. 	<p>Examples: -Student or another holding a third person for ransom or reward, as a shield, or as a hostage. -Non-custodial parent or care-giver taking a student from school without permission from the primary custodian (custodial interference). -Student running away with her boyfriend after being picked up from school by him, and is with them for over 24 hours.</p> <p>Examples of Exclusions: -Student runs away</p>
<p style="text-align: center;">Larceny</p>	<p>Report: The unauthorized taking, carrying, riding away, or concealing personal property, including motor vehicles, without threat, violence, or bodily harm. Theft of personal property must be reported if the value exceeds \$100.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Lost property. 2. Borrowing an item without permission. <p>Additional Guidance: If violence or force was used (with or without a weapon) towards a person, report as Robbery.</p>	<p>Examples: -Theft of cell phone. -Student finds a credit card and uses it to make a purchase.</p> <p>Examples of Exclusions: -Student leaves jacket in the gym, when he returns the next day it is gone.</p>

<p>Robbery (using force to take something from another)</p>	<p>Report: The taking or attempted taking of anything of value that is owned by another person or organization under confrontational circumstances, with or without a weapon, by force or threat of force or violence and/or by putting the victim in fear of serious bodily injury or death.</p> <p>Exclusions: 1. Theft of unattended property (report as Theft/Larceny). 2. Unauthorized entrance to an unoccupied building/office with the intent to vandalize or remove property (report as Burglary/Breaking & Entering).</p> <p>Additional Guidance: To distinguish from other property crimes, it should be noted that while property may be taken, Robbery is a crime against a <i>person</i>, not theft of property. The victim is a person, not an organization or agency, and must be present for the crime to be considered Robbery.</p>	<p>Examples: -Student or other snatches a gold chain off someone's neck. -Student physical taking another student's lunch money. -Student or other engaging in car-jacking.</p> <p>Examples of Exclusions: -Taking a cell phone from an unattended purse or book bag. (Report as Theft of Private Property) -Removing computers from a locked classroom after hours. (Report as Theft of Government Property) -Entering a school on the weekend with the intent to cause damage or take property. (Report as Breaking & Entering/Burglary)</p>
<p>Threatening Statements</p>	<p>Report: Threats by a student or other to commit an offense involving serious bodily injury, death, or substantial property damage, with intent to place a person in fear of imminent serious bodily injury or death.</p> <p>Exclusion: 1. Threats made by individuals who clearly have no capability or intent to carry out the threat. 2. Incidents between students that are handled internally through normal disciplinary channels.</p> <p>Additional Guidance: Report only written, electronic, or verbal threats of violence requiring law enforcement involvement.</p>	<p>Examples: -Student posts a Facebook message threatening to bring a gun to school to settle an argument. -Angry parent tells principal she will "hunt you down and kill you" for suspending her child. -Teacher finds a "hit list" in the library.</p> <p>Examples of Exclusions: -First grade student gets angry and screams "I'll kill you!" -One student tells another she will punch her in the face if she calls her boyfriend again.</p>
<p>Other Crimes Against Persons</p>	<p>Report: Other misconduct in violation of law requiring law enforcement intervention perpetrated by one person against another that are not covered by other incidents listed in this category. This can include stalking, criminal harassment, impersonation, identity theft; hate-crimes, etc., especially if the act has the effect of substantially interfering with a student or employee's educational/work performance or place them in fear of serious bodily injury or death.</p> <p>Exclusions: Acts not identified in this procedural guide and are not considered misconduct in violation of the law. If in doubt, report the event as an SIR for determination by HQ SMD.</p> <p>Additional Guidance: 1. Hazing is not a Federal crime. Hazing is a crime in 44 states. DoDEA-Americas schools are a located within the 44 states. 2. If a hazing is taking place OCONUS, determine if this act may constitute harassment.</p>	<p>Examples: -Teacher engaging in stalking behavior toward another teacher. -Members of the football team strip naked a new member and bind him with duct tape in a hazing ritual.</p> <p>Examples of Exclusions: -Non-criminal bullying incidents. This type of incident shall be handled in accordance with DoDEA Regulation 2051.1.</p>

Table 3. Sexual Events

SEXUAL EVENTS		
Incident	Description/Guidance	Examples/Non-Examples
Attempts to Commit Offenses	<p>Report: An act done with the specific intent to commit an act that is sexual in nature, especially if the act is an offence under the law.</p> <p>Exclusions: None.</p> <p>Additional Guidance: The act must be initiated: planning an act is not a sufficient action for SIR reporting purposes</p>	<p>Examples: -Student attempts to force another student to perform a sex act.</p> <p>Examples of Exclusions: -A student admits to thinking about forcing another to perform a sex act.</p>
Child Pornography	<p>Report: The visual representation of minors under the age of 18 engaged in sexual activity or the visual representation of minors engaging in lewd or erotic behavior designed to arouse the viewer's sexual interest.</p> <p>Exclusions: None.</p> <p>Additional Guidance: None.</p>	<p>Examples: -Child pornography is found on an employee's computer. -Student is found with naked or suggestive photos of another student on their phone. -Student posts naked or suggestive photos of another student online.</p> <p>Examples of Exclusions: -Student found to be in possession of a "Playboy" magazine.</p>
Non-consensual Sexual Contact	<p>Report: The intentional touching or causing another person to touch, either directly or through the clothing, the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without his or her consent, with the intent to abuse, humiliate, degrade, or gratify the sexual desire of any person. Includes the touching of a person who is unable to refuse.</p> <p>Exclusions: None.</p> <p>Additional Guidance: None.</p>	<p>Examples: -Student or other intentionally touching the buttocks of another without consent.</p> <p>Examples of Exclusions: -Student inadvertently touching the breasts or buttocks of another.</p>

<p>Non-contact sexual act</p>	<p>Report: Does not include physical contact of a sexual nature between the perpetrator and the victim. Includes acts such as voyeurism; intentional exposure of an individual to exhibitionism; unwanted exposure to pornography; verbal or behavioral sexual harassment; threats of sexual violence to accomplish some other end; or taking nude photographs of a sexual nature of another person without consent or knowledge or of a person who is unable to refuse.</p> <p>Exclusions: None.</p> <p>Additional Guidance: None.</p>	<p>Examples:</p> <ul style="list-style-type: none"> -Student intentionally exposing genitals. -Student with a “Playboy” magazine forces another student to view the contents. -Student sneaks into locker room and watches other students shower. -Student takes photos of a naked student without his/her knowledge. -Student forces another student to view naked photos on his phone. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -A kindergarten student relieving himself publicly. -Male student exits shower and finds a female student in the locker room.
<p>Rape</p>	<p>Report: Forced sexual act.</p> <p>Exclusions: None.</p> <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. Sexual act includes contact between the penis and the vulva, mouth or anus, or penetration of the vulva, mouth, or anus by another part of the body or object. 2. Examples of force may include: <ol style="list-style-type: none"> (a) Using unlawful force against that other person; (b) Using force causing or likely to cause death or grievous bodily harm to any person; (c) Threatening or placing that other person in fear that any person will be subjected to death, grievous bodily harm, or kidnapping; (d) First rendering that person unconscious; (e) Administering to that person by threat of force, or without the knowledge or consent of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control conduct. 3. This includes statutory rape, i.e. when an adult sexually penetrates a person who, under the law, is incapable of consenting to sex. Minors and physically and mentally incapacitated persons are deemed incapable of consenting to sex under rape statutes in all states and deserve special protection because they are especially vulnerable due to their youth or condition. Statutory rape is different from other types of rape in that force and lack of consent are not necessary elements of the crime. 4. Attempted rape: Utilize Attempts to Commit Offenses 	<p>Examples:</p> <ul style="list-style-type: none"> -Student is forced by another student to have sex in the locker room. -Eighteen year old student is discovered having consensual sex with a 13 year old student. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Students of equal age engaging in consensual sex acts on a school trip. -Student is found to be having an intimate relationship with her English teacher. (Report IAW DoDEA 2050.09).

Table 4. Individual Concerns

INDIVIDUAL CONCERNS		
Incident	Description/Guidance	Examples/Non-Examples
Suicide	<p>Report: Self-inflicted death with evidence (either explicit or implicit) of intent to die by a DoDEA student or staff member.</p> <p>Exclusions: Death that is not self-inflicted and intentional.</p> <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. The student or staff member demonstrating suicidal ideation should be identified as “subject” (not victim) on the SIR. 2. The SIR should include statements by witnesses. 3. Reports of suicide made by parents or sponsors should be documented in an SIR. 4. Follow-up actions/outcomes should be documented in the SIR. 	<p>Examples:</p> <ul style="list-style-type: none"> -A staff member is found deceased. A note indicating their intent to commit suicide and an empty bottle of a narcotic-based medication is found near the body (explicit evidence). -A student is found deceased in a school bathroom by a staff member. It appears that a homemade noose was used by the student. The student has a history of suicidal ideation and attempts (implicit evidence). <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -An employee was parasailing while on vacation. An accident occurred and the staff member was killed. -An underage student was driving home from the Prom intoxicated. An accident occurred and the student and his passengers were killed.
Suicide Attempt	<p>Report: A self-inflicted, potentially injurious behavior with a non-fatal outcome for which there is evidence (either explicit or implicit) of intent to die by a DoDEA student or staff member. A suicide attempt may or may not result in injury.</p> <p>Exclusions: Behavior where the intent is to engage in self-destructive, but non-fatal behaviors (e.g., non-suicidal, self-directed violence).</p> <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. The student or staff member who attempted suicide should be identified as “subject” (not victim) on the SIR. 2. The SIR should include statements by witnesses. 3. Reports of suicide attempts made by parents or sponsors should be documented in an SIR. 4. Take all suicidal threats seriously and follow DoDEA protocol. 5. Follow-up actions/outcomes should be documented in the SIR. 	<p>Examples:</p> <ul style="list-style-type: none"> -A staff member is found unresponsive. A note indicating their intent to commit suicide and an empty bottle of narcotic-based medication was found near the body. The staff member was revived and transported to the Installation Medical Center where they are receiving treatment. -A student is found in a school bathroom attempting to asphyxiate using a homemade noose. The student has a history of suicidal ideation and attempts. The Crisis Team responded, prevented further self-injurious behavior, and facilitated transport to the Installation Medical Center. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -High risk behaviors such as sky diving, hang-gliding, gambling, substance abuse, tobacco use or other risky activities, such as excessive speeding.

<p>Suicide Ideation</p>	<p>Report: Self-reported thoughts, consideration and/or plans to engage in suicide-related behavior by a DoDEA student or staff member.</p> <p>Exclusions: Ideations identified as “low risk” should not be reported as an SIR.</p> <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. Take all threats seriously. 2. The student or staff member demonstrating suicidal ideation should be identified as “subject” (not victim) on the SIR. 3. The SIR should include statements by witnesses. 4. Follow-up actions/outcomes should be documented in the SIR. 5. Reports of suicide attempts made by parents or sponsors should be documented in an SIR. 6. Suicidal ideation can range in terms of frequency, intensity, and or durability of thoughts and/or plans to end one’s life. 7. Assessment identifying the ideation as “low risk”, “moderate risk”, or “high risk” should be conducted by the School Counselor, School Psychologist, or other trained personnel. 8. Low Risk - A student or staff member who does not demonstrate frequent, intense or durable suicidal ideation. They do not have a plan or a history of suicide attempt. Nor do they have available means to carry out a suicide/suicide attempt. <ul style="list-style-type: none"> -Low risk ideation should not be reported as an SIR. -The parent/sponsor and school administrator should be made aware of the threat. -Example - <i>A student fails a test and says aloud, “I just want to kill myself!” The assessment conducted by the School Psychologist finds that the student made the comment out of frustration. This is the first time they’ve made such a threat. They do not have a plan, nor do they have the means to carry out a suicide/suicide attempt.</i> 9. Moderate Risk – A student or staff member who demonstrates moderately frequent, intense, and/or durable suicidal ideation. They have a plan with some specifics (time frame, method, means, and/or location), and/or reasonable means to carry out a suicide or suicide attempt. <ul style="list-style-type: none"> -Moderate risk ideation should be recorded as an SIR. --Upon the students/staff members return to school, details of the in-take process should be documented in the SIR. -The parent/sponsor and school administrator should be made aware of the threat. -Example – <i>A student is upset about their parent’s deployment and tells a friend that they don’t want to live anymore. The friend notifies the School Counselor. During the assessment the student shares that they have been thinking about killing themselves for the past month, consider it periodically, and would probably shoot themselves at home. There is not a gun in the household, but they are confident that they could find one.</i> 10. High Risk – A student or staff member who demonstrates highly frequent, intense, and/or durable suicidal ideation. They have a detailed plan and immediate means with which to carry out a suicide or suicide attempt. <ul style="list-style-type: none"> --High risk ideation should be recorded as an SIR. --Upon the students/staff members return to school, details of the in-take process should be documented in the SIR. --The parent/sponsor and school administrator should be made aware of the threat. 	<p>Examples:</p> <p>-An employee reports that since their recent divorce they have been feeling depressed and wondering whether “staying on the planet is still a good idea.” They’ve mentioned this idea many times and have suggested that “taking prescription pills may be the easiest way to go.” It is determined that the employee is demonstrating signs of moderate risk suicidal ideation.</p> <p>-A student in a moment of defeat says, “I’m so frustrated I could just die.” In determining the threat level it is concluded that the student has been thinking about or considering suicide, has a detailed suicide plan, and immediate means to carry it out. It is determined that the student is demonstrating signs of high risk suicidal ideation.</p> <p>Examples of Exclusions:</p> <p>-An employee reports that they have been feeling depressed because they had to PCS 9 months ahead of their family. The employee does not share suicidal thoughts and it is determined that they are not demonstrating signs of suicidal ideation.</p> <p>-A student in a moment of defeat says, “I’m so frustrated I could just die.” In determining the threat level it is concluded that the student has NOT been thinking about or considering suicide, and does not have a plan. It is determined that they are not demonstrating signs of suicidal ideation.</p>
--------------------------------	--	---

	<p>--Example – A staff member recently lost a spouse and tells a friend that they don't want to continue living. This is not the first time they've made such a threat, and they've attempted suicide in the past. Their friend found the beginnings of a suicide note on their desk and it indicated that they plan to overdose on prescription medication next week, the anniversary of their spouse's death. The staff member was recently prescribed a narcotic to help them sleep.</p>	
<p>Self-Injurious Behavior</p>	<p>Report: Self-inflicted injury with evidence (either explicit or implicit) of intent to harm oneself by a DoDEA student or staff member.</p> <p>Exclusions: Injuries that are not self-inflicted, are absent of the intention to harm oneself, and/or result in death.</p> <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. The student or staff member demonstrating or engaged in self-injurious behavior should be identified as "subject" (not victim) on the SIR. 2. The SIR should include statements by witnesses. 3. Reports of self-injurious behavior made by parents or sponsors should be documented in an SIR. 4. Follow-up actions/outcomes should be documented in the SIR. 5. The parent/sponsor and school administrator should be made aware of this incident. 	<p>Example:</p> <p>-A student is seen by the school nurse for nausea. The nurse notices a series of fresh abrasions on the student's wrist. The injuries range from mild scratches to moderate lacerations. The student states that he/she engages in cutting to relieve anxiety, but denies suicidal attempts and does not meet the standards required of suicidal ideation.</p> <p>Examples of Exclusions:</p> <p>-An employee has a hobby working with clay (a potter) and consistently comes to work with varying degrees of burns, abrasions, and lacerations due to accidents with their kiln.</p> <p>-A student is often seen by the school nurse for a variety of minor, unrelated injuries. The student laughs off their "klutziness" but further investigation suggests that they may be using the small injuries to cover up signs of physical abuse. (Report in accordance with DoDEA 2050.09).</p>

Table 5. Property Events

PROPERTY EVENTS		
Incident	Description/Guidance	Examples/Non-Examples
<p>Arson: (intentionally setting a fire on/with school property)</p>	<p>Report: To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.</p> <p>Exclusions: Unintentional fires.</p> <p>Additional Guidance: Report all fires to authorities so they can be investigated for intent. Report only intentionally set fires to SIRS.</p>	<p>Examples: -Student or other is deliberately burning school textbooks. -Student intentionally starts a fire in a trash can in the restroom.</p> <p>Examples of Exclusions: -Student unintentionally starts a fire in the chemistry lab.</p>
<p>Burglary / Breaking & Entering: (illegal entry into a facility)</p>	<p>Report: The unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).</p> <p>Exclusions: Trespassing with no criminal intent.</p> <p>Additional Guidance: If entry was gained by force, resulting in facility damage, the incident should be coded as Breaking and Entering/Burglary.</p>	<p>Examples: -Student breaks into a classroom during athletic events or after hours. -Unknown person breaks into a school bus. -Student willfully remaining in a building after it has been secured and vandalizes a classroom. -Student caught wandering the halls at night after entering through an unlocked door</p> <p>Examples of Exclusions: -Student enters an unlocked gym, without permission, and uses the basketball court.</p>
<p>Bus Accidents</p>	<p>Report: A bus, or other vehicle, either owned or contracted by the government, utilized for transporting DoDEA students is involved in a vehicle accident.</p> <p>Exclusions: None.</p> <p>Additional Guidance: Events should only be reported if DoDEA students were onboard at the time of the incident.</p>	<p>Examples: -A contracted school bus is involved in a vehicle accident transporting students to school. -A school bus transporting students to an after school activity slides off the road due to weather conditions.</p> <p>Examples of Exclusions: -A privately owned vehicle transporting student's home from school is involved in a vehicle accident.</p>

<p>Theft of Government Property: (taking of property from a person, building, or vehicle)</p>	<p>Report: The unauthorized taking, carrying, riding away, or concealing government property, including motor vehicles, without threat, violence or bodily harm. Theft of accountable, durable, high-value or bar-coded government property must be reported regardless of dollar value.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Lost property 2. Borrowing an item without permission. 3. Private property is reported under Larceny. <p>Additional Guidance: If violence or force was used (with or without a weapon) this should be reported as a "Robbery" under Crimes Against Persons.</p>	<p>Examples:</p> <ul style="list-style-type: none"> -Embezzlement of booster club funds. -Theft of school computer. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Cleaning supplies are left in the gym overnight and are missing the next day.
<p>Vandalism /Damage to Property: (intentional destruction, damage, or defacement of school or personal property)</p>	<p>Report: Intentional destruction or damage to government or personal property when replacement or repair costs exceed \$500. Defacement of government property in the form of graffiti or carving on finished surfaces must be reported if the graffiti is inflammatory, offensive, defamatory, hateful, or drug- or gang-related even if the amount of damage doesn't exceed \$500.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Accidental damage, even if the repair/replacement cost exceeds \$500. 2. Minor acts of graffiti that don't meet the elements described above. <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. Only incidents of intentional damage are to be reported in this category. 2. In cases of graffiti, the assistance of law enforcement authorities should be requested to determine if the graffiti is gang-related. 	<p>Examples:</p> <ul style="list-style-type: none"> -Defacing a school with graffiti. -Keying or scratching a car in the campus parking lot. -Damage to school bus. -Trashing a classroom and destroying a smart board. -Causing \$600 damage to a hotel room on a school sponsored trip. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Accidentally damaging gym equipment. -Writing "Brittany Davis was here" on a bathroom stall.
<p>Non-Criminal Damage to Property (unintentional destruction, damage, or defacement of school or personal property)</p>	<p>Report: Unintentional destruction or damage to government or personal property when replacement or repair costs exceed \$500. Accidental damage, even if the repair/replacement cost exceeds \$500.</p> <p>Exclusions: Minor acts of graffiti that don't meet the elements described above.</p> <p>Additional Guidance: Only incidents of unintentional damage are to be reported in this category.</p> <ol style="list-style-type: none"> 1. Unintentional fires. 	<p>Examples:</p> <ul style="list-style-type: none"> -Accidentally damaging gym equipment. -Minor traffic accident with government vehicle. -Accidently dropping a smart board, rendering it inoperable. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Writing "Brittany Davis was here" on a bathroom stall. -Keying or scratching a car in the campus parking lot.

Table 6. Security Incidents

SECURITY INCIDENTS		
Incident	Description/Guidance	Examples/Non-Examples
Bomb Threat: (written or verbal)	<p>Report: A threat, whether verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Package suspected of containing a bomb. 2. Threats made by individuals who clearly have no capability to manufacture or obtain an explosive device (i.e., young child). <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. To be classified as a Bomb Threat, there must be written or verbal communication of an actual threat. 2. Do not report instances of suspicious or unidentified objects. Such incidents should be reported under the sub-category Suspicious Package/Item. 3. Do not report otherwise suspicious incidents where a threat is not clear, for example: A teacher overhears two unknown subjects whispering, one of them points to the school, says "Boom!" and the other nods in agreement. Incidents such as this should be reported under the sub-category Force Protection Incidents. 	<p>Examples:</p> <ul style="list-style-type: none"> -Phone call indicating an explosive device will detonate in the school. -Written note found in a classroom indicating an explosive device will detonate. -Threatening note scrawled on a bathroom wall indicating an explosive device will detonate. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -An unidentified, suspicious package or item found in or near the school even if it results in evacuation (see <i>Suspicious Package/Item</i>). -Kindergarten student becomes frustrated and threatens to blow up the classroom.
Destructive/Explosive Devices	<p>Report: Possessing an explosive or incendiary device that could cause property damage, death, or injuries.</p> <p>Exclusions: None.</p> <p>Additional Guidance: Possession of fireworks, home-made explosive devices, or a collection of materials (e.g., shrapnel, bolts, nuts, coins, marbles shoved in a glass jar), readily available to assemble an explosive device.</p>	<p>Examples:</p> <ul style="list-style-type: none"> -Student brings fireworks on school property. -An explosive device is found in the cafeteria. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Electrical wires and batteries found collocated, for example, in a backpack. Without any evidence of instructions on how to construct a bomb or explosive device.

<p>Force Protection Issues</p>	<p><u>Report:</u> Suspected surveillance or other suspicious activity constituting a threat or potential threat to students, staff, or operations; or any incident that has the potential to compromise existing security measures and procedures. This includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Compromise of security systems. 2. Loss of master keys to a facility. 3. Elicitation of information. 4. Suspected probes of security. 5. Transportation or bus incidents. This includes unauthorized individual, (adult or child), accessing or being transported by the transportation vehicle. <p><u>Exclusions:</u> Incidents initially thought to be suspicious but, after investigation, are determined not to be a threat.</p> <p><u>Additional Guidance:</u></p> <ol style="list-style-type: none"> 1. Report any incident that compromises the safety and security of students, staff, facilities, or school operations. Do not report incidents where any person/activity initially thought to be suspicious is later determined not to be a threat. However, if an investigation does not eliminate the possibility of a threat, the incident should be reported (i.e., suspicious person is unknown and not able to be located so his/her intent cannot be determined). <p><u>Force Protection Conditions (FPCONs):</u> Report a local change in a FPCON, based upon local intelligence, threat, or recent event. Do not report FPCON changes directed by a Geographic Combatant Command (GCC).</p> <p><u>Example:</u></p> <ol style="list-style-type: none"> 1. Do not report if United States Northern Command (USNORTHCOM) implements FPCON Charlie at all locations within the Area of Responsibility. 2. Report if Incirlik Air Base increases to FPCON Delta due to an attack, or threat of attack in the local area. <p><u>Lockdown/Shelter-In-Place (SIP):</u> Report via an SIR if a facility implements SIP or lockdown procedures. Identify the initiation time, cause of the lockdown or SIP, and the time the event was terminated.</p> <p><u>Special Note:</u> Suspicious persons or activity, attempts to elicit information, suspected probes of security systems and similar incidents can be indicators of the planning phase of criminal and terrorist operations. In addition to submitting an SIR, you should also report these incidents to your supporting military/criminal intelligence activity (USA - Military Intelligence Detachment, USAF - Office of Special Investigations, USN/USMC - Navy Criminal Investigative Service). Contact your Area/District Safety and Security Officer for guidance and for the location of your supporting intelligence activity.</p>	<p><u>Examples:</u></p> <ul style="list-style-type: none"> -School receives notification of an armed individual on or near the school campus causing the school to lock down. -Unknown person at bus stop taking notes and photographing students and buses. -Office personnel receive a phone call from a "reporter" eliciting information about upcoming community deployments and their impact on the school. -Custodian reports the loss of a facility master key. -Change in FPCON based upon the guidance provided. -A DoDEA school bus transports a student who <p><u>Examples of Exclusions:</u></p> <ul style="list-style-type: none"> -Unknown person taking photographs of baseball practice is revealed to be a player's visiting grandfather.
---------------------------------------	--	---

<p>Possession of an Actual Firearm</p>	<p>Report: Possession of a weapon, especially a pistol or rifle, capable of firing a projectile and using an explosive charge as a propellant.</p> <p>Exclusions: Zero Tolerance incidents involving toy guns, bb guns, pellet guns, imagery, finger guns, etc.</p> <p>Additional Guidance: Zero tolerance incidents involving toy guns, air guns, etc. may violate school code, however, they do not meet the criteria for a Serious Incident Report and should be reported as a disciplinary infraction in the current student management system.</p>	<p>Examples: -Student brings an unloaded, 9mm pistol to school. -Student purchases or trades a .38 caliber pistol on the school bus.</p> <p>Examples of Exclusions: -Student brings a water pistol to school. -Student displays a pellet gun or starter pistol on the bus.</p>
<p>Possession of a Knife</p>	<p>Report: Possession of a knife with a 2.5-inch blade or longer, a lock-in-place blade/razor of any length, butterfly knife, gravity knife, or switchblade.</p> <p>Exclusions: Zero Tolerance incidents involving butter knives, small pen knives, plastic ware, toy knives, etc.</p> <p>Additional Guidance: Zero Tolerance incidents involving plastic knives, butter knives, toy knives, small pocket knives, etc. may violate school code, however, they do not meet the criteria for a Serious Incident Report and should be reported as a disciplinary infraction in the current student management system.</p>	<p>Examples: -Student feels threatened and brings his father's hunting knife to school for protection. -Student is found to be in possession of box cutter.</p> <p>Examples of Exclusions: -Student brings plastic knife to school to spread peanut butter on crackers for lunch. -Student is found to be in possession of a pocket knife with a 2" blade.</p>
<p>Possession of Other Type Weapon</p>	<p>Report: Possession of weaponry traditionally used for self-defense or hand-to-hand combat as in, but are not limited to swords, staffs, throwing stars, nunchaku, blow guns, maces, brass knuckles, etc, as defined in DoDEA Regulation 2051.1.</p> <p>Exclusions: Zero Tolerance incidents involving plastic toy replicas of martial arts weaponry or flimsy homemade devices.</p> <p>Additional Guidance: Zero Tolerance incidents involving toy replicas of martial arts weaponry may violate school code, however, they do not meet the criteria for a Serious Incident Report and should be reported as a disciplinary infraction in the current student management system.</p>	<p>Examples: -Student is found to be in possession of brass knuckles. -Student displays nunchaku's on the school bus.</p> <p>Examples of Exclusions: -Student brings toy light saber to school.</p>

<p>Suspicious Package/Item</p>	<p>Report: Any package, parcel, container, or other object out of place or unusual for that location which cannot be accounted for and is therefore believed to be a possible threat to life and/or property. Includes mail found to be suspicious under United States Postal Service Guidelines for suspicious mail and packages.</p> <p>Exclusions: Incidents where ownership of item is identified early in the investigation before police have been called or other protective action (i.e., evacuation) has been taken.</p> <p>Additional Guidance: Report all incidents requiring law enforcement involvement whether or not an evacuation or relocation occurred.</p>	<p>Examples:</p> <ul style="list-style-type: none"> -Brief case is found under a lunchroom table. -Unknown electronic device is found in an unsecured locker. -Brown, paper-wrapped package is found under a seat in the back of the bus. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Packages, or bags with clear ownership and the possessor nearby.
<p>Trespassing: (illegal entry onto campus)</p>	<p>Report: To enter or remain in school facilities, on grounds, school transportation, or at a school-sponsored event off campus without authorization or invitation and with no lawful purpose for entry.</p> <p>Exclusions: Legitimate visitors to the facility who fail to obtain a visitor pass.</p> <p>Additional Guidance: If the trespasser is not part of the faculty or student body, the incident must be reported to the host installation security office and the supporting criminal/military intelligence detachment.</p>	<p>Examples:</p> <ul style="list-style-type: none"> -Student who has been barred from school shows up at a basketball game and refuses to leave when directed to do so. -Angry parent returns to school after being directed to leave. -Students are found hanging out on the school roof. <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Parent entering the building to pick up their child without first getting clearance from the office. -Person searching for a phone at a school facility after their car has broken down.

GLOSSARY

G.1. ACRONYMS.

AI	Administrative Instruction
DCIR	Director's Critical Information Requirements
DoDD	Department of Defense Directive
DoDEA	Department of Defense Education Activity
DDESS	Domestic Dependent Elementary and Secondary Schools
DODDS-E	Department of Defense Dependent Schools, Europe
DODDS-P	Department of Defense Dependent Schools, Pacific
FPCON	Force Protection Condition
FPO	Force Protection Officer
GCC	Geographic Combatant Command
HQ	Headquarters
IAW	In Accordance With
OCONUS	Outside the Contiguous United States
SIP	Shelter In Place
SIR	Serious Incident Report
SMD	Security Management Division
SpED	Special Education
USNORTHCOM	United States Northern Command

G.2. DEFINITIONS.

Alcohol-Related. An incident is alcohol-related if there is evidence that those involved in the incident were caught drinking or had been drinking based on testing or investigation of a Law Enforcement Officer, or if the incident is somehow related to possession, use or sale of alcohol.

Bullying-Related. An incident is bullying-related if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school or work performance or participation. If the incident involved severe teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation or purposeful destruction of property, the incident should be reported as bully-related.

DCIR. Reportable incidents include death of an employee or student, unscheduled school delays, closures or evacuations, pandemics, emergency services response due to injury or property damage, employee misconduct, and missing staff and students.

Drug-Related. An incident is drug-related if there is evidence those involved in the incident were under the influence of drugs at the time of the incident; drugs were in the possession of individuals involved in the incident, based on testing or investigation by a Law Enforcement Officer as a result of the incident; or if the incident is somehow related to possession, use or sale of drugs.

Gang-Related. An incident is gang-related if gang affiliation/association caused the incident or was a contributing factor to action that happened during the incident. For example, an incident of vandalism or robbery might be part of an initiation into a gang or a fight might be caused by group rivalry. Report an incident as gang-related only if you are sure that gang affiliation/association contributed to the incident.

GCC. A U.S. DoD command that is composed of forces from at least two Military Departments and has a broad and continuing mission. These commands are established to provide effective command and control of U.S. military forces, regardless of branch of service, in peace and war. They are organized either on a geographical basis, known as AOR, or on a functional basis, such as special operations, power projection, or transport. GCCs are "joint" commands with specific badges denoting their affiliation. The creation and organization of the GCCs is legally mandated in Title 10, U.S. Code Sections 161–168.

Hate Crime - Related. An incident is hate crime-related if the act, or attempted act, caused physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or mental/physical disability. The motivation or intent behind the act is the key element in determining whether an incident is hate-related.

Inhalants. A solvent or other chemical material producing toxic vapors which are inhaled for their mind-altering effects (i.e., airplane glue, Dust-Off, nitrous oxide, paint thinner).

Injury-Related. An incident that involves bodily injury.

Over the Counter. Medicines that may be sold directly to the consumer without a prescription (i.e., Coricidin, Robitussin, etc.).

Marijuana/hashish. The dried leaves of the cannabis plant and its extracts, ingested to induce euphoria.

possession of any paraphernalia. The state of having, owning, or controlling equipment, products, or material that is manufactured for or modified for making, using, or concealing drugs or is discovered to have done so in the course of an official investigation. This includes pipes, bongs, syringes, scales, rolling papers, roach clips, and other products converted to facilitate ingestion, preparation or concealment of illegal drugs.

Prescription. A pharmaceutical drug intended for use in the medical diagnosis, cure, treatment, or prevention of disease. These drugs can only be legally obtained from a prescribing physician (i.e., Xanax, Zoloft, Ambien, etc.).

reporting official. A facility leader, designated official, school principal, assistant principal, administrative officer, or other district or regional DoDEA employee reporting a serious incident.

Synthetic/Designer. Chemical compounds usually created in an illicit laboratory to mimic the effect of known drugs; also any of various drugs with properties and effects similar to a known hallucinogen, stimulant, or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade restrictions against illegal substances (i.e., Ecstasy, bath salts, Spice, THC, methamphetamine, LSD, etc.).

Weapon-Related. An incident is weapon-related if any of those involved in the incident possessed or used a weapon during the incident or if the incident was somehow related to possession, use or sale of weapons.

REFERENCES

DAM Administrative Instruction 15, “OSD Records and Information Management Program,”
May 3, 2012

DoDEA Crisis Management Guide

DoD Directive 5015.02, “DoD Records Management Program,” March 6, 2000

DoD Directive 5400.11, “DoD Privacy Program,” October 29, 2014

DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD
Internal Information Collections,” June 30, 2014

DoDEA Regulation 2050.9, “DoDEA Family Advocacy Program Process and Procedures for
Reporting Incidents of Suspected Child Abuse and Neglect,” January 27, 1998

DoDEA Regulation 5760.01, “Serious Incident and Accident Injury Reporting,” June 20, 2016