



Guidelines & Procedures for Use of Handheld Metal Detectors

In accordance with Bristol BOE Policy 5145.12, Search & Seizure

Purpose: Handheld metal detectors may be used to assist in the detection of prohibited/illegal items, including weapons, drugs/alcohol, and contraband, in a school. All searches must be conducted in a lawful, respectful, and unbiased manner, with respect to individuals' rights to privacy.

Guidelines: Upon obtaining reasonable suspicion that a student is in possession of a prohibited/illegal item, such as a weapon, from an observation, complaint report, camera footage review, or other alert, the student and their belongings are subject to a search utilizing a handheld metal detector.

The student in question will be escorted to the administrative office or to a private room. A minimum of one same sex administrator/admin designee and one additional same sex staff member will be present for the search. It is important to note that these searches must never be conducted in the presence of law enforcement personnel.

Prior to use of the metal detector, the process will be explained to the student, in the interest of maintaining a safe school environment.

Procedures:

1. Students are the only authorized persons who can be searched.
2. Trained Administrators/Admin Designee and Climate/Safety Specialists are the only authorized persons who will utilize the hand held metal detectors.
3. Random searches of students are not authorized.
4. The Administrator, in the presence of a witness, will explain the procedure to the student.

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Procedures - cont'd:

5. The Administrator will ask the student to remove any metal objects from their person and belongings.
6. Prior to initiating a search, ensure the Administrator/Climate Safety Specialist is the same sex as the student.
7. The student will be asked to raise their hands to shoulder level and spread their legs to shoulder width. The Administrator/Climate Safety Specialist will push the red power button and observe the green indicator light. The wand will be held approximately four inches away from the area where prohibited items are suspected to be concealed. Do not touch the student with the wand.
8. If metal is detected, red lights on both sides of the green light will illuminate from one light to five lights. One light for the general area where metal is detected to five lights for a pinpoint location. An audible tone or vibrate option will accompany the lights.
9. If the detector is activated, the student will be asked to remove the specific metal object from the area of activation. All prohibited/illegal items will be secured and turned over to the appropriate SRO or law enforcement personnel.
10. Disciplinary action will be imposed in accordance with the student handbook, student code of conduct, district policies, and CT state law.
11. Upon notifying parents of the incident, they will be made aware that a handheld metal detector was used during the search.
12. Handheld metal detectors are only authorized to be used on school property.

Security of Handheld Metal Detectors:

One detector will be issued to each high school. Detectors will be secured at all times in the administrative offices. The detectors' presence and operation will be checked on a regular basis.