



ADMINISTRATIVE CIRCULAR NO. 19
School Police Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: 9-4-18

To: Principals, Division and Department Heads, Child Development Center Administrators

Subject: School Police Event Numbers

Department and/or Persons Concerned: Site Administrators

Due Date: N/A

Reference: Event Numbers for Suspension/Expulsion

Action Requested: Email School Police for Event Numbers

Brief Explanation: Change from calling School Police for Event Numbers, to emailing School Police Dispatch

Effective September 1, 2018, administrators and school staff requiring an event number for suspensions, expulsion, or other incidents when a School Police officer does not respond, must email School Police Dispatch (pdispatch@sandi.net).

This change is an attempt to streamline dispatch operations and reduce the number of telephone calls to School Police. Many have experienced lengthy hold times when calling Police Dispatch. This is one of several operational changes we are examining to improve service by reducing wait times.

The Graveyard dispatcher will process all requests for event numbers, replying by the beginning of the next business day.

Please include the following in your email request:

- Suspension/Expulsion Code
- Date/Time/Location of actual incident

- Student's full name and district ID number
- Brief incident summary
- Victim's name and ID number (if applicable)
- Any other information the administrator would like added to the event number

We understand this change may be difficult for some. We are asking for your patience as we transition to this new procedure. We hope this change will expedite other priority phone calls to be answered more quickly by our dispatchers.