

## Sample Checklist for Gang – Related Activities

Gang activity may generate from both local and nationally-affiliated groups.

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>Evidence of Gang-Related Activities:</b>	
Investigate any rumors of student-related gang activity.	
Notify the Superintendent's Office.	
Try to identify any students involved in gang activity.	
Take disciplinary action, as appropriate.	
Notify appropriate law enforcement agencies.	
Photograph, analyze, and remove the graffiti.	
Record all signs and flashing of hand signs or signals.	
Develop and distribute a policy against gang-related colors or items of clothing.	
Conduct assemblies in reference to gang activities stressing that these activities will result in long-term suspensions and/or expulsion.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Communications:</b>	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
<b>Cautions/Notes:</b>	