

Policy Guide



Policy No. 805.2

Section OPERATIONS

Title SCHOOL SECURITY PERSONNEL

Adopted DECEMBER 10, 2019

Last Revised APRIL 19, 2022

POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL		
Section 1	<p><u>Authority</u></p> <p>The Board may employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.</p>	
Section 2	<p><u>Definitions</u></p> <p>School security personnel – school police officers, school resource officers and school security guards.</p> <p>Independent contractor – an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the District for the purpose of performing school security services.</p> <p>Third-party vendor – a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law.</p>	<p>SC 1301-C</p> <p>SC 1301-C</p> <p>SC 1301-C</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.</p>	<p>SC 1309-B</p>

	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible to:</p> <ol style="list-style-type: none"> 1. Oversee all school police officers, School Resource Officers (SROs), school security guards. 2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security. <p>The School Safety and Security Coordinator or designee shall be responsible for the following:</p> <ol style="list-style-type: none"> 1. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. 2. Coordinate a tour of the District’s buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the District to discuss and coordinate school safety and security matters. 3. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security. 4. Serve on the District's threat assessment team(s) and participate in required training and the threat assessment process. 5. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable. 	<p>SC 1309-B</p> <p>SC 1309-B</p> <p>Pol. 146, 227, 236, 256, 805, 809, 851</p> <p>SC 1302-E, Pol. 236.1</p> <p>Pol. 805 SC 1305-B</p>
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By June 30 of each year, the School Safety and Security Coordinator or designee shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.

SC 1309-B
Pol. 006

The Board directs the School Safety and Security Coordinator or designee to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and any additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.
2. Reports of required emergency preparedness, fire, bus evacuation and school security drills.
3. Information on required school safety and security training and resources provided to students and staff.
4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
5. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the District, information on referrals and services accessed by students and families, and identification of additional resources needed in the District.
6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.
8. Updates to laws, regulations and/or Board policies related to school safety and security.

SC 1302-E
Pol. 236.1

Pol. 805

Pol. 235.1

Pol 805.1

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.</p> <p>10. Information on grants or funding applied for and/or received in support of school safety and security efforts.</p> <p>11. Recommendations for future improvements to school security.</p> <p>A copy of the report shall be submitted to the state’s School Safety and Security Committee.</p> <p>The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.</p> <p>School security personnel may carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.</p> <p><u>Guidelines</u></p> <p><u>School Police Officers</u></p> <p>The District may employ or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.</p> <p>School police officer –</p> <ol style="list-style-type: none"> 1. A law enforcement officer employed by the District whose responsibilities, including work hours, are established by the district; or 2. An independent contractor or an individual provided through a third-party vendor who has been appointed in 	<p>SC 1309-B</p>
	<p>The District may employ or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.</p> <p>School police officer –</p> <ol style="list-style-type: none"> 1. A law enforcement officer employed by the District whose responsibilities, including work hours, are established by the district; or 2. An independent contractor or an individual provided through a third-party vendor who has been appointed in 	<p>SC 1301-C, 1302-C, 1310-C, 1311-C, 818, 850</p> <p>SC 1301-C, 1310-C, 1311-C</p> <p>Pol. 818</p>

	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.</p> <p><i>Background Checks –</i></p> <p>Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for school police employed by the District and Board policy 818 for school police employed by an independent contractor or third-party vendor.</p> <p>The District shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the District and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.</p> <p>Following an offer of employment, the District shall request the separation record for a school police officer employed or contracted by the District, in accordance with applicable law and regulations for a law enforcement agency.</p> <p><i>Requirements –</i></p> <p>The District shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency:</p> <ol style="list-style-type: none"> 1. The District’s name and the number of school police officers employed or contracted by the District. 2. The municipalities comprising the District. 3. The date and type of training provided to each school police officer. 	<p>SC 111, 111.1 23 Pa. C.S.A. 6344, 6344.3 Pol. 818, 850</p> <p>37 PA Code 241.5 44 PA Code 7301 et seq</p> <p>37 PA Code 241.6 44 Pa. C.S.A. 7310</p> <p>SC 1303-C</p>
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<p>The District shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.</p>	<p>44 Pa. C.S.A. 7301 et seq 37 PA Code 241.1 et seq</p>
<p>School police officers shall take and subscribe to the Oath of Office required by law.</p>	<p>SC 1304-C</p>
<p>The District may request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.</p>	<p>SC 1302-C, 1305-C</p>
<p>School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.</p>	<p>SC 1305-C 22 PA Code 10.23, 14.104, 14.133 Pol. 113.1</p>
<p>School police officers shall possess and exercise the following duties:</p> <ol style="list-style-type: none"> 1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds. 2. If authorized by the court, issue summary citations or detain individuals in school buildings, on school buses and on school grounds in the District until local law enforcement is notified. 3. If authorized by the court, a school police officer who is a law enforcement officer employed by the District whose responsibilities, including work hours, are established by the District, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located. 	<p>SC 1306-C</p>
<p>School police officers shall wear the assigned metallic shield or badge provided by the District in plain view when on duty.</p>	<p>SC 1307-C</p>

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School Security Guards

The District may employ or contract for one or more school security guards, in accordance with the provisions of law.

SC 1301-C, 1314-C
Pol. 818, 850

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.

SC 1301-C, 1311-C
Pol. 818, 1314-C

Background Checks –

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for school security guards employed by the District and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.

SC 111, 111.1
23 Pa. C.S.A. 6344,
6344.4
Pol. 818, 850

The District shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the District and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.

37 PA Code 241.5
44 Pa. C.S.A. 7301
et seq

Following an offer of employment, the District shall request the separation record for a school security guard employed or contracted by the District, in accordance with applicable law and regulations for a law enforcement agency.

37 PA Code 241.6
44 Pa. C.S.A. 7310

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Requirements –

School security guards shall provide the following services, as directed by the District:

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.
5. Coordination with law enforcement officials, including school police officers.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.

The District shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.

SC 1314-C

Pol. 907

SC 1314-C

SC 1314-C

44 Pa. C.S.A. 7301
et seq
37 PA Code 241.1
et seq

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References:

School Code – 24 P.S. Sec. 111, 111.1, 1301-C, 1302-C, 1303-E, 1303-C, 1304-C, 1305-B, 1305-C, 1306-C, 1307-C, 1309-B, 1309-C, 1310-C, 1311-C, 1313-C, 1314-C

State Board of Education Regulations – 22 PA Code Sec. 10.23, 14.104, 14.33

Title 23 Domestic Relations – 23 Pa. C.S.A. Sec. 6344, 6344.3

Title 37 Municipal Police Officers' Education and Training Commission – 37 PA Code Sec. 241.1 et seq, 241.6

Title 42 Judiciary and Judicial Procedure – 42 Pa. C.S.A. Sec. 2303, 8953

Title 44 Law and Justice – 44 Pa. C.S.A. Sec. 7310

Title 53 Intergovernmental Cooperation – 53 Pa. C.S.A. Sec 8953

Board Policy – Pol. 006, 113.1, 146, 227, 235.1, 236, 236.1, 256, 805, 805.1, 818, 819, 850, 851, 907, 909