

# Policy Guide

Policy No. 805.2Section OPERATIONSTitle SCHOOL SECURITY PERSONNELAdopted DECEMBER 10, 2019Last Revised MAY 21, 2024

POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL		
Section 1	<p><b><u>Authority</u></b></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><b><u>Definitions</u></b></p> <p><b>School security personnel</b> – school police officers, school resource officers and school security guards.</p> <p><b>Independent contractor</b> – 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><b>Third-party vendor</b> – 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><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School</p>	<p>SC 1309-B</p>

	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <p>Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.</p> <p>The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.</p> <p>The School Safety and Security Coordinator shall report directly to the Superintendent and/or designee, and shall be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Oversee all school police officers, School Resource Officers (SROs), school security guards.</li> <li>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.</li> <li>3. Collaborate with the Superintendent and/or designee(s) and the Director of Pupil Services to coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance use awareness, and emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.</li> <li>4. 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.</li> </ol>	<p>SC 1309-B</p> <p>SC 1309-B</p> <p>Pol. 146.1, 227, 236, 236.1, 256, 805, 819, 833, 851</p>
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	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <p>5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.</p> <p>6. Serve on the District's threat assessment team(s) and participate in required training and the threat assessment process.</p> <p>7. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.</p> <p>The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators.</p> <p>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.</p> <p>The Board directs the School Safety and Security Coordinator or designee to include the following information in the annual report:</p> <p>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 additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.</p> <p>2. Reports of required emergency preparedness, fire, bus evacuation and school security drills.</p> <p>3. Information on required school safety and security training and resources provided to students and staff.</p>	<p>SC 1302-E, Pol. 236.1</p> <p>Pol. 805 SC 1305-B, 1314-B, 1315-B</p> <p>SC 1309-B, 1316-B</p> <p>SC 1309-B Pol. 006</p> <p>SC 1302-E Pol. 236.1</p> <p>Pol. 805</p> <p>Pol. 805</p>
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	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <ol style="list-style-type: none"> <li>4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.</li> <li>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.</li> <li>6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.</li> <li>7. Updates regarding the District’s Memorandum of Understanding with local law enforcement agencies.</li> <li>8. Updates to laws, regulations and/or Board policies related to school safety and security.</li> <li>9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.</li> <li>10. Information on grants or funding applied for and/or received in support of school safety and security efforts.</li> <li>11. Recommendations for future improvements to school security.</li> </ol> <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</p>	<p>Pol. 235.1</p> <p>Pol 805.1</p> <p>SC 1309-B</p>
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<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <p>Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.</p> <p><b><u>Guidelines</u></b></p> <p><b><u>School Police Officers</u></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"> <li>1. A law enforcement officer employed by the District whose responsibilities, including work hours, are established by the district; or</li> <li>2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.</li> </ol> <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>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>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>
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	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></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"> <li>1. The District’s name and the number of school police officers employed or contracted by the District.</li> <li>2. The municipalities comprising the District.</li> <li>3. The date and type of training provided to each school police officer.</li> </ol> <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>School police officers shall take and subscribe to the Oath of Office required by law.</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>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>37 PA Code 241.6 44 Pa. C.S.A. 7310</p> <p>SC 1303-C</p> <p>44 Pa. C.S.A. 7301 et seq 37 PA Code 241.1 et seq</p> <p>SC 1304-C</p> <p>SC 1302-C, 1305-C</p> <p>SC 1305-C 22 PA Code 10.23, 14.104, 14.133 Pol. 113.1</p>
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	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <p><i>Background Checks –</i></p> <p>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.</p> <p>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.</p> <p>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.</p> <p><i>Requirements –</i></p> <p>School security guards shall provide the following services, as directed by the District:</p> <ol style="list-style-type: none"> <li>1. School safety support services.</li> <li>2. Enhanced campus supervision.</li> <li>3. Assistance with disruptive students.</li> <li>4. Monitoring visitors on campus.</li> <li>5. Coordination with law enforcement officials, including school police officers.</li> <li>6. Security functions which improve and maintain school safety.</li> </ol>	<p>SC 111, 111.1 23 Pa. C.S.A. 6344, 6344.4 Pol. 818, 850</p> <p>37 PA Code 241.5 44 Pa. C.S.A. 7301 et seq</p> <p>37 PA Code 241.6 44 Pa. C.S.A. 7310</p> <p>SC 1314-C</p> <p>Pol. 907</p>
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	<p style="text-align: center;"><b>POLICY NO. 805.2</b> <b>SCHOOL SECURITY PERSONNEL</b></p> <p>School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.</p> <p>School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.</p> <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>Previously Revised: April 19, 2022</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 111.1, 1301-C, 1302-C, 1302-E, 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-B, 1314-C, 1315-B, 1316-B</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.23, 14.104, 14.133</p> <p>Title 23 Domestic Relations – 23 Pa. C.S.A. Sec. 6344, 6344.3</p> <p>Title 37 Municipal Police Officers’ Education and Training Commission – 37 PA Code Sec. 241.1 et seq, 241.5, 241.6</p> <p>Title 42 Judiciary and Judicial Procedure – 42 Pa. C.S.A. Sec. 8953</p> <p>Title 44 Law and Justice – 44 Pa. C.S.A. Sec. 7301 et seq, 7310</p> <p>Title 53 Intergovernmental Cooperation – 53 Pa. C.S.A. Sec 2303</p> <p>Board Policy – Pol. 006, 113.1, 146, 146.1, 227, 235.1, 236, 236.1, 256, 805, 805.1, 818, 819, 833, 850, 851, 907, 909</p>	<p>SC 1314-C</p> <p>SC 1314-C</p> <p>44 Pa. C.S.A. 7301 et seq 37 PA Code 241.1 et seq</p>
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