

Students

Role and Responsibilities of Armed School Security Officers

Primary Role and Responsibilities of Amity Regional School District (ARSD School Security Officers (SSOs) and Armed School Security Officers (ASSOs)

- The primary role of the School Security Officer (SSO) and Armed School Security Officer (ASSO) is to observe and report to school administration and the Director of Facilities behaviors, people, and/or situations that would or could prevent the safe operation of a school and/or associated extracurricular activity and to take appropriate action as is reasonably necessary.
- When on duty the SSO/ASSO shall always be in the district-issued uniform in order to readily identify themselves as a school security officer to all students and staff. The SSO/ASSO should never assume that students and staff will always know who they are.
- The SSO/ASSO shall always display a professional, courteous, friendly, and helpful demeanor. Responding in a low-key manner rather than being accusatory or intimidating is of paramount importance. Building positive rapport with students and staff is foundational to the development of a respectful school community.
- The SSO/ASSO shall remain alert, focused, on task, and vigilant at all times.

Licensing Requirements

As a condition of employment, all Armed School Security Officers (ASSOs) are hired and employed pursuant to the requirements of Connecticut General Statutes Section 10-244a.

Armed School Security Officers (ASSO) shall possess:

- Current State of Connecticut Pistol Permit. A copy of this permit will be maintained in the employee's personnel file. The employee is responsible for updating the file and permit when it expires. The WPD and ABOE HR Department will also check and verify the permit is up-to-date.
- HR 218 yearly verified qualification.
- Current State of Connecticut Driver's License.
- Excellent interpersonal and human relation skills.
- Ability to work independently and exercise good judgment and common sense appropriate to the related circumstances.
- Basic computer skills.
- Effective written and verbal communication skills.
- Ability and willingness to work rotating shifts, different hours of the day, and weekends and holidays when necessary.
- ASSOs will be in an identifiable Amity Regional School District No. 5 uniform, and possess appropriate security equipment as necessary.
 - All armed security staff will purchase through an agreed upon dealer a pistol whose make and model will be determined by the WPD and the Director of Facilities and an additional two (2) magazines of the maximum capacity as allowed for legal carry in the State of Connecticut.
 - In addition to the pistol, they will also purchase one (1) level 2 holster, two (2) magazine pouches, a duty belt, and a tactical flashlight approved by the WPD firearms instructor.

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- Inspection of equipment will be conducted quarterly and will be coordinated between the Director of Facilities, the SRO, and the WPD certified armorer.
- Annual classroom and range training will be provided at no personal cost to the ASSO. When possible this training will be provided by a member of the Woodbridge or Orange Police Departments, and range qualification will occur at a mutually agreed upon range location.
- The ASSO will use a standard duty belt that includes a holster retention system to carry his/her personal firearm.
- The ASSO shall not carry his/her personal firearm in a concealed manner.
- Ammunition for the weapons will be supplied by Woodbridge Police Department, same specifications as that carried by the WPD. Each guard will be issued one box (fifty rounds) of duty ammunition. The cost of ammunition will be reimbursed to the WPD by the ABOE.
- Qualifying and range time will be coordinated between Amity Regional School District #5 Director of Facilities, the SRO, and a certified WPD firearms instructor. The SRO and WPD firearms instructor will report to the Amity Regional School District #5 Director of Facilities the results.
- Any repairs to the weapons will be coordinated between the Director of Facilities, the SRO, and the WPD certified armorer.
- Any costs associated with the repairs will be reimbursed to the WPD by the ABOE.
- Records of training, gear inventory, etc. will be maintained by the Director of Facilities and the WPD firearms instructor.

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Mandatory Documentation Requirements for ASSOs:

- A letter or certificate stating that the candidate is a graduate of an approved Police Officer Standards and Training (P.O.S.T.) and/or State Police Academy.
- A letter of recommendation from the candidate's previous Police Chief indicating that he/she served as a local, state, or federal law enforcement officer for an aggregate of **15 years** or more and separated from such service in good standing or a letter of recommendation from the previous Police Chief indicating that the candidate served as a local, state, or federal law enforcement officer for an aggregate of **10 years** or more and separated from such service in good standing due to a service-connected disability.
- Current State of Connecticut Pistol Permit.
- Current State of Connecticut Driver's License.
- Current Blue Card.
- DMV driving record history.

Mandatory Documentation Requirements for SSOs and ASSOs:

A signed acknowledgment of receipt of Amity Regional School District No. 5 Board of Education Policy 5142.41 and its accompanying regulation.

Armed School Security Officers shall be required to submit to and successfully satisfy:

1. Extensive background investigation including work history and criminal history.
2. Complete and successfully pass a peer interview interview(s).
3. Annual training for both a school security officer and armed school security officer as required.

Armed School Security Officers may be required to submit to and successfully satisfy:

1. Psychological evaluation.
2. Physical examination and drug screening.

Use of Force

As a last resort the SSO/ASSO may use reasonable physical force only to prevent serious physical injury to themselves or another person. The goal in any encounter in ARSD is to minimize injury to anyone. However, nothing in these guidelines requires any school security officer to sustain physical injury before applying reasonable force to the degree necessary. Each SSO/ASSO is expected to respond to all emergency situations decisively and with the highest level of good judgment and professional competence. The SSO/ASSO should use their physical presence and verbal commands whenever feasible before using physical contact of any type. SSOs and ASSOs will be required to participate in Physical Management Training (PMT)

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annually.

Regardless of the nature of the situation or legal justification, SSOs and ASSOs must remember that their basic responsibility is to protect the school community as well as themselves. The SSO/ASSO will use all other means necessary before using physical force against another person. In certain circumstances, the use of force will be required without the opportunity to use an alternate means of defense.

All use of force incidents shall immediately be reported to the building principal and the Director of Facilities who will notify the Superintendent of Schools where the incident occurred as soon as practical.

Emergency medical assistance shall be requested in any incident where physical injury is evident or complained of.

Use of Deadly Force

Armed School Security Officers (ASSOs) may use firearms in circumstances only when there are no other reasonable alternatives available. An armed school security officer will not draw, point, or discharge his/her firearm on school grounds unless it is necessary to protect a person, including himself or herself, from what the armed school security officer reasonably believes to be the imminent use of deadly physical force. Any use of a firearm will be preceded by a verbal warning if possible. The use of a firearm by an ASSO is pursuant to training by and the policies of Orange, Woodbridge, and State Police Departments, and in accordance with applicable State and federal laws.

General Procedures

- All ARSD SSOs and ASSOs will receive training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's badge or an ARSD employee photo ID badge visible. Any person who does not have a campus visitor badge with the current date displayed or an ARSD ID badge should be immediately escorted to the main office.
- When the visitor arrives at the welcome desk they will be greeted and asked for photo identification.
- The assigned SSO/ASSO will scan the visitor's identification and issue a badge with the visitor's destination, if there is no alert indicated on the database. The SSO/ASSO will keep the individual's driver's license in plain view to reduce concerns that anyone might be copying personal information. The driver's license or identification card will immediately be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept.
- If the visitor does not have acceptable photo identification available, a school administrator will be summoned to assess the situation. If the administrator determines the visitor is known, the visitor's information can be manually entered by the campus

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administrator. However, a visitor can be manually entered no more than twice before being denied entry.

- The visitor will be directed to return to the welcome desk to check out when they are leaving the campus. The visitor will be instructed to return the badge to the assigned SSO/ASSO who will check them out of the system. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it cannot be reused. If a visitor forgets to check out, the visitor will be checked out automatically and educated the next time he/she checks in.

School Security Booth

When assigned to the school security booth it is important for SSOs/ASSOs to be mindful that this post and location is generally the first point of contact between personnel and visitors – parents, students, faculty, and staff as they enter or seek entry to the school building. Therefore, it is vitally important that security officers remain alert, focused, vigilant, and free from distraction. Security personnel shall generally not utilize the school security booth as a meeting place or a location to have lengthy conversations with students, staff members, or visitors.

Other than to sign in or out or to ask a brief question, students are not permitted to loiter at the school security booth. Students, visitors, or parents shall never be asked, directed, or allowed to sit at the desk or perform security work on behalf of security personnel. Students and parents are not permitted to view the surveillance camera computer screens at the welcome desk. If a security officer needs to vacate his/her post at the welcome desk, he/she shall first ensure that another security officer assumes the post for the duration of his/her absence.

Use of Surveillance Cameras by ARSD School Security Officers

SSOs and ASSOs are entrusted by the Director of Facilities and Building Administration to utilize the school's surveillance camera system to assist them in the course and scope of performing their official duties and responsibilities. Approved use of the surveillance camera system includes viewing cameras in live or playback mode. SSOs/ASSOs shall not download any video onto a computer hard drive without the direction and permission of the Director of Facilities or their respective school Administrator. Under no circumstances shall a security officer download video onto any type of portable data storage device unless directed *in writing* to do so by the Superintendent.

All school security officers are cautioned that their authority to access and utilize the school surveillance cameras should occur in the school building they're normally assigned to and/or at the school building they may be temporarily assigned to. Video images captured and retained by school video camera systems fall under the purview of the Family Educational Rights and Privacy Act (FERPA). Under no circumstances shall any school security officer access or view a school's surveillance camera system when off duty, nor permit anyone else to view live or recorded camera footage without prior approval from the Director of Facilities or respective building administrator. Any security officer found utilizing or having utilized a school security

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camera when off duty shall be subject to disciplinary action up to and including termination of employment.

Security Officer Involvement in School Searches

A SSO/ASSO shall not search a student's person, property, vehicle, and/or locker unless directed to do so by an Administrator *and* in the presence of an Administrator. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the students and the nature of the infraction. Only an Administrator can conduct or order a search of a student's person, property, and/or locker.

Internal Method of Communication between Security Personnel

All SSOs/ASSOs are provided with an Amity Regional School District No. 5 email account. District email shall be the primary method of communication between the Director of Facilities, the Lead Armed School Security Officer (LASSO), and all other security officers. It is required that security officers check their district email at least once daily. Email should be used with the same discretion as all other school resources in an efficient, ethical, and lawful manner that is in abidance with all District policies and guidelines. All district email is open to the Freedom of Information Act (FOIA), and it is expected that email communications are professional and appropriate.

Work Schedules

Security officers are expected to work the days that students are in in session. SSOs/ASSOs may also be expected to provide coverage during teacher workdays and/or special events on non-school days and during the summer. All School Security Officers may be required to work additional training days as required by Connecticut Police Officer Standards and Trainings (CT POST).

All security officers are expected to contribute to the school community and work overtime for athletic events, school events, and other special events when necessary. All overtime worked will only be done with the prior approval of the Director of Facilities. The Director of Facilities reserves the right to order any security officer to work overtime for pay and with limited advance notice to address security and safety needs and/or emergency situations.

Security officers are employees of the Amity Regional School District No. 5, which encompasses the geographical boundaries of the Towns of Bethany, Orange, and Woodbridge. All school assignments and shift hours are determined by the Director of Facilities with input from School Principals, Central Office Administration, and/or the District Security and Safety Committee. The Director of Facilities reserves the right to change or adjust a security officer's school of assignment and/or working hours at any time with limited advance written notice.

When on duty SSO/ASSOs outermost garment shall indicate/display an insignia identifying him/her as a school security officer.

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Assignment to ARSD Athletic Events and Special Events

All security officers (ASSOs and SSOs) assigned to work overtime at ARSD athletic events or other special events shall abide by the following procedures:

All Athletic Events are scheduled and overseen by the ARSD Athletic Director. Security officers' working hours for athletic events will be determined by the Athletic Director.

Special Events (Concerts, Theatre Performances, Dances, Proms, Family Nights, Etc.) Security officers' working hours for these events will be determined by the Building Administrator upon consultation with the Director of Facilities and/or the LASSO.