



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
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Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

Definitions

School security personnel - school police officers, school resource officers and school security guards.[\[1\]](#)

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.[\[1\]](#)

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[1\]](#)

Delegation of Responsibility

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 Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.[\[2\]](#)

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.[\[2\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the school security guards.[\[2\]](#)

1. 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.

2. 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, 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.[3][4][5][6][7][8][9][10].
3. 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.
4. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
5. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[5][11].
6. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[8][12].

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, but shall count toward professional education credit, where applicable.[2][13][14][15].

By June 30 of each year, the School Safety and Security Coordinator 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.[2][16].

The Board directs the School Safety and Security Coordinator 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 additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[5][11].
2. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[8]
3. Information on required school safety and security training and resources provided to students and staff.[8]
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.[17]

6. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[18]
7. Updates regarding the district's memorandum of understanding with law enforcement agencies.[18]
8. Updates to laws, regulations and/or Board policies related to school safety and security.
9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
10. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee.[2]

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.

School security personnel shall 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.

The district shall 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.[1][19][20][21][22]

Within thirty (30) days of court approval for appointment of a school police officer, the district shall notify the School Safety and Security Committee and submit a copy of the court's order.[19]

School Resource Officers (SROs)

The district shall establish an agreement with Susquehanna Township Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[1][23]

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[1]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[24]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.

4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[\[25\]](#)[\[26\]](#)

SROs shall successfully complete required training, in accordance with law.[\[24\]](#)

The district shall contract for one or more school security guards for athletic and extracurricular events, in accordance with the provisions of law.[\[1\]](#)[\[27\]](#)[\[22\]](#)

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.[\[1\]](#)[\[21\]](#)[\[22\]](#)[\[27\]](#)

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 304 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.[\[22\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)

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.[\[25\]](#)[\[32\]](#)

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.[\[33\]](#)[\[34\]](#)

Requirements -

School security guards shall provide the following services, as directed by the district:[\[27\]](#)

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.

4. Monitoring visitors on campus.[35]
5. Coordination with law enforcement officials, including SROs.
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.[27]

Legal

- [1. 24 P.S. 1301-C](#)
- [2. 24 P.S. 1309-B](#)
3. Pol. 146.1
4. Pol. 227
5. Pol. 236.1
6. Pol. 249
7. Pol. 351
8. Pol. 805
9. Pol. 819
- [10. 24 P.S. 1310-B](#)
- [11. 24 P.S. 1302-E](#)
- [12. 24 P.S. 1305-B](#)
- [13. 24 P.S. 1316-B](#)
- [14. 24 P.S. 1205.1](#)
- [15. 24 P.S. 1205.5](#)
16. Pol. 006
17. Pol. 235.1
18. Pol. 805.1
- [19. 24 P.S. 1302-C](#)
- [20. 24 P.S. 1310-C](#)
- [21. 24 P.S. 1311-C](#)
22. Pol. 818
23. Pol. 909
- [24. 24 P.S. 1313-C](#)
- [25. 44 Pa. C.S.A. 7301 et seq](#)
- [26. 37 PA Code 241.1 et seq](#)
- [27. 24 P.S. 1314-C](#)
- [28. 24 P.S. 111](#)
- [29. 24 P.S. 111.1](#)
- [30. 23 Pa. C.S.A. 6344](#)
- [31. 23 Pa. C.S.A. 6344.3](#)
- [32. 37 PA Code 241.5](#)
- [33. 44 Pa. C.S.A. 7310](#)

[34. 37 PA Code 241.6](#)

35. Pol. 907

[24 P.S. 1316-C](#)

[22 PA Code 10.23](#)

[22 PA Code 14.104](#)

[22 PA Code 14.133](#)

[42 Pa. C.S.A. 8953](#)

[53 Pa. C.S.A. 2301 et seq](#)

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