LENAPE TECHNICAL SCHOOL

SECTION: OPERATIONS

TITLE: SCHOOL SECURITY PERSONNEL

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	805.2 SCHOOL SECURITY PERSONNEL
Authority	The Joint Operating Committee shall employ, contract for and/or assign staff to coordinate the safety and security of the school 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 school 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 Administrative Director 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 Administrative Director 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 Joint Operating Committee regarding the appointment.[2] The Administrative Director 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 Administrative Director, and shall be responsible for the following:[2] 1. Oversee all school Security guards. 2. Review and provide oversight of all Joint Operating Committee 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.

3. 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. [3][4][5][6][7][8][9][10][11][12]
4. **Meet with school employees annually to seek their input on the mandatory school safety and security training.**
5. Coordinate a tour of the school'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 school to discuss and coordinate school safety and security matters.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Serve on the school threat assessment team(s) and participate in required training and the threat assessment process.[6][13]
8. Coordinate School Safety and Security Assessments**,** School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[10][14]
9. **Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.**

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][15][16][17]

The School Safety and Security Coordinator must complete any additional continuing education as required by the School Safety and Security Committee.[2]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Joint Operating Committee at an executive session on the school's current safety and security practices, and identify strategies to

improve school safety and security.[2][18]

The Joint Operating Committee 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 school'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 Administrative Director or designee, in accordance with Joint Operating Committee policy.[6][13]
2. The number and type(s) of school security personnel contracted or employed by the school, including:[2]
    a. The number of school security personnel that are armed, listed by type(s) of personnel.
    b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.
    c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
    d. A listing of other individuals utilized by the school for school safety-related duties.
3. **An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.**
4. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[10]
5. Information on required school safety and security training and resources provided to students and staff.[10]
6. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the school, information on referrals and services accessed by students and families, and identification of additional resources needed in the school.[19]
8. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[20]
9. Updates regarding the school's memorandum of understanding with law enforcement agencies.[20]
10. Updates to laws, regulations and/or Joint Operating Committee policies

	related to school safety and security. 11. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs. 12. Information on grants or funding applied for and/or received in support of school safety and security efforts. A copy of the report**,** including the required information on threat assessment and school security personnel, shall be submitted to the state's School Safety and Security Committee.[2] The Administrative Director 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 Joint Operating Committee, 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 Joint Operating Committee.
Guidelines	School Security Guards The school shall employ and/or contract for one or more school security guards, in accordance with the provisions of law.[1][24][25][45] **School security guard** - an individual employed by the school or a third-party vendor or an independent contractor who is assigned to the center (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 school shall meet the requirements of contracted services personnel, in accordance with Joint Operating Committee policy, and the provisions of applicable law.[1][23][25][45] *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, Joint Operating Committee policy and administrative regulations. These requirements are addressed separately in Joint Operating Committee policy 304 for school security guards employed by the school and Joint Operating Committee policy 818 for school security guards employed by

an independent contractor or third-party vendor.[24][25][26][27][28][29]

The school shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the school and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[30][31]

Following an offer of employment, the school shall request the separation record for a school security guard employed or contracted by the school, in accordance with applicable law and regulations for a law enforcement agency.[32][33]

Requirements –

School security guards shall provide the following services, as directed by the school:[45]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[46]
5. Coordination with law enforcement officials.
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 Joint Operating Committee policy.[45]

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[45]

The school 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.[31][35]

Other Agreements

The school shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[47][48][49]

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Legal References
1. 24 P.S. 1301-C
2. 24 P.S. 1309-B
3. Pol. 146.1
4. Pol. 227
5. Pol. 236
6. Pol. 236.1
7. Pol. 249
8. Pol. 333
9. Pol. 351
10. Pol. 805
11. Pol. 819
12. 24 P.S. 1310-B
13. 24 P.S. 1302-E
14. 24 P.S. 1305-B
15. 24 P.S. 1316-B
16. 24 P.S. 1205.1
17. 24 P.S. 1205.5
18. Pol. 006
19. Pol. 235.1
20. Pol. 805.1
21. 24 P.S. 1302-C
22. 24 P.S. 1310-C
23. 24 P.S. 1311-C
24. Pol. 304
25. Pol. 818
26. 24 P.S. 111
27. 24 P.S. 111.1
28. 23 Pa. C.S.A. 6344
29. 23 Pa. C.S.A. 6344.3
30. 37 PA Code 241.5
31. 44 Pa. C.S.A. 7301 et seq
32. 37 PA Code 241.6
33. 44 Pa. C.S.A. 7310
34. 24 P.S. 1303-C
35. 37 PA Code 241.1 et seq
36. 24 P.S. 1304-C
37. 24 P.S. 1305-C
38. 22 PA Code 10.23
39. 22 PA Code 14.104
40. 22 PA Code 14.133
41. Pol. 113.2

	42. 24 P.S. 1306-C 43. 24 P.S. 1307-C 44. 24 P.S. 1313-C 45. 24 P.S. 1314-C 46. Pol. 907 47. 24 P.S. 1309-C 48. 42 Pa. C.S.A. 8953 49. 53 Pa. C.S.A. 2303 24 P.S. 1306.2-B 24 P.S. 1319-B 53 Pa. C.S.A. 2301 et seq Pol. 705 Pol. 709 Copyright PSBA 2025