No. 4415
SECTION: PERSONNEL
TITLE: SCHOOL POLICE

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REVISED:

OXFORD AREA SCHOOL DISTRICT

The Oxford Area School District has a responsibility to protect district property and to safeguard the students, employees and public using the facilities of the district. As such, the Board will appoint designated individuals to serve as school police to assist school officials in providing a safe and secure environment for students, staff and all those in attendance at school functions and on school property at any time.

The district shall petition the Court of Common Pleas to approve the Board's appointment of qualified individuals to serve as school police according to School Code Section 7788 and Pennsylvania statutes. Those officers approved by the Court to detain shall have the powers and duties to:

1. Enforce good order in school buildings, on school buses and school grounds.

2. If authorized by the Court upon the District's petition, to exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by Oxford Borough and East Nottingham Township. Among such powers would be:

    a. The power to exercise arrest and citation power for violations of the Pennsylvania Crimes Code under Titles 18, 35 and 75.

    b. To carry those arrested before a district justice, magistrate or bail commissioner and proffer charges against the arrested individual under the laws of this Commonwealth.

3. If authorized by the Court upon the District's petition, to issue summary citations or to detain individuals until local law enforcement is notified.

4. Every school police officer with powers and duties set forth under items 2 and 3 above, before commencing the position, shall successfully complete police training as set forth in 53 Pa. C.S. Chapter 21, Subchapter D.

Nothing herein shall prevent the District from contracting with or employing additional individuals as school security officers who would not have the power of school police officers.

Such powers conferred shall be exercised by school police on District property and grounds, during District functions or within 1,000 yards of any District property.

The Superintendent shall be responsible for the overall operation of the school police. The Superintendent or designee shall manage the daily operations of the school police. District administrators and school police shall work collaboratively in matters concerning student conduct and discipline while at school events and during transit to and from school.

Primary Responsibilities

School police officers shall have the following primary responsibilities on school property:

1. Protection of district property from harm.
2. Patrolling of district buildings and grounds.
3. Enforcement of school laws of the Commonwealth.
4. Enforcement of district rules and regulations.
5. Protection of students, employees and the public from harm while on or near to the property of the district.
6. Crowd control, protection of persons, and quelling any disturbances.
7. Traffic control.
8. Prohibiting the sale, possession, use and distribution of alcoholic beverages and controlled substances.
9. Management of safety at District athletic events including protection of athletic officials to and from the field or floor.
10. Inspecting rest rooms periodically during events.
11. Protecting school property by knowing the location and operation of fire extinguishers.
12. Working cooperatively with local and state police and other legal law enforcement agencies.
13. Supporting and assisting District administrators whenever the need arises, including being present at any parent/guardian meeting or Board of School Directors meeting for security purposes.
14. Displaying a badge identifying the individual as school police as part of the official uniform.

Officers shall adhere to the following guidelines:

1. An applicant must be appointed by the Board, approved by the Court of Common Pleas and take the oath of office before the District Justice before he/she is officially a school police officer.
2. School police shall be assigned by the Superintendent or designee to provide security and traffic and crowd control at functions held on district property.

3. School police shall be in full uniform at all times when on duty.

4. School police officers shall be provided with a means of communication to police, fire and medical personnel while assigned to all events. Such communication shall include two-way radios.

5. Where a violation of school policy is found during an event, school police shall either:

   a. Warn the offender and report the incident to the district administrator
   b. Expel the offender from the event or function and report the incident to the district administrator

6. The use of physical force or restraint is a last resort which should only be used to prevent injury to the school police officers or others.

7. Questions regarding school police should be addressed to the Superintendent

8. Any incident that involves the action of district staff shall be documented and forwarded to the Superintendent.

9. School police shall assist the building principal in accordance with law to conduct searches for weapons, controlled substances or contraband.

10. The building principal or designee shall conduct student interviews concerning criminal acts occurring during school hours. The results of the interview shall be documented and forwarded to the school police officer if criminal charges are warranted.

11. The Board authorizes school police officers to carry firearms while on duty when they have obtained the requisite Act 120 Pennsylvania Municipal Police Training, annual municipal police training updates, annual firearms qualification and any other training mandated by the Commonwealth of Pennsylvania Police Education and Training Commission for continued certification as a municipal police officer in the Commonwealth. Such officers must be approved by the Court to exercise powers under Section 778 (c)(2) and (c)(3) of the Public School Code of 1949 as amended.

12. School police officers shall assist building principals in any matter related to safety and security but shall not have the responsibility for normal classroom management.

13. School police officers shall deliver to the building principal any student personally observed engaging in criminal or rule-breaking behavior. Officers shall include this information within the monthly report.

14. School police officers shall notify building principals of any unsafe conditions, unsecured areas or suspicious activities in school facilities.

15. Subject to applicable law and any memorandum of understanding between the District and the Oxford Borough Police Department and Pennsylvania

State Police, no school police officer shall discuss any incident involving students with anyone outside the school district administration.

16. A school police officer shall accompany the building principal or designee to classrooms for the purpose of controlling behavior. The officer shall not enter occupied classrooms to control behavior without a school administrator present unless an emergency exists. If any emergency exists, the building principal shall be notified and will report immediately to the location.

17. School police officers shall not be involved in discussions with the parents/guardians of students, unless the incident results in a criminal arrest. The building principal may request the presence of a school police officer during parent/guardian meetings for security purposes only.

18. The building principal or designee shall forward to school police copies of discipline reports that involve criminal behavior. A school police officer shall review all cases referred to him/her and initiate criminal charges if warranted.

19. A school police officer shall not serve as a substitute teacher. An officer shall assist in monitoring student arrivals, departures, lunches and assemblies.

20. All action taken by school police shall be documented on appropriate forms and forwarded to the building principal upon request.

21. At the request of the Superintendent or designee, school police shall assist in conducting formal investigations into incidents involving injury to students or staff, threats to the safety of the school environment, the theft or damage of district property and truancy.