BOARD POLICY

805.2 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.

The District shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.[1]

The District shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.[1]

Definitions

School security personnel - school police officers, school resource officers and school security guards.[2]

School day - the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.[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.[2]

Third-party vendor - 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.[2]

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.[3]

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.[3]

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[3]

1. Oversee all ~~school police officers~~, School Resource Officers, and school security guards.
2. Reviewing and providing oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensuring compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinating training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide awareness and prevention, ~~and~~ bullying, and cyberbullying awareness and prevention, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat in accordance with standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations. **[4] [5] [6] [7] [8] [9] [10] [11] [12] [13]** [14]

4. Meet with school employees annually to seek their input on the mandatory school safety and security training.[14]

5. Coordinating 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 coordinating school safety and security matters.

6. Serving as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.

7. Coordinating School Safety and Security Assessments and responding to School Safety and Security surveys, as applicable. **[12]** [15]

8. Serve on the District's threat assessment team(s) and participate in required training and the threat assessment process. **[7]** [16]

9. Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.

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.[3] **[17]**

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. **[8]** [14]
2. The number and type(s) of school security personnel contracted or employed by the district, including: **[3]**
    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 schoolsecurity personnel, listed by type(s) of personnel.
    d. A listing of other individuals utilized by the district 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.

1. Reports of required emergency preparedness, fire, bus evacuation and school security drills. [12]

2. Information on required school safety and security training and resources provided to students and staff. [12]

3. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.

4. Behavioral health and school climate information, including aggregate data from surveys, assessments issued by the District, information on referrals and services accessed by students and families, and identification of additional resources needed in the District.

5. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year. [18]
6.
7. Updates regarding the district's memorandum of understanding with law enforcement agencies. [21]
8.

9. Updates to laws, regulations and/or Board policies related to school safety and security.

10. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.

11. 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. [3]

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.

Guidelines

School security personnel noted below will all complete required training, in accordance with law. This might also include 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.

School Police Officers

Background Checks -

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 for school police employed by the District and Board policy for school police employed by an independent contractor or third-party vendor. **[19]** **[20]** **[21]** **[22]** [23][24][25][26]

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.[27][28]

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.[29][30]

Requirements -

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:[31]

1. The District's name and the number of school police officers employed or contracted by the District.

2. ~~The municipalities comprising the District.~~

3. ~~The date and type of training provided to each school police officer.~~

~~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.[28][32]~~

~~School police officers shall take and subscribe to the Oath of Office required by law.[33]~~

~~The District shall 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.[34][35]~~

~~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.[35][36][37][38]~~ **~~[39]~~**

~~School police officers shall possess and exercise the following duties:[40]~~

1. ~~Enforce good order in school buildings, on school buses or vehicles owned or leased by the District, and on school grounds.~~

2. ~~If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the District until local law enforcement is notified.~~

3. ~~If authorized by the court, a school police officer who is a law enforcement officer employed by the District whose responsibilities, including work hours, are established by the District, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.~~

~~School police officers shall wear the assigned metallic shield or badge provided by the District in plain view when on duty.[41]~~

School Resource Officers (SROs)

If the program is supported by the majority of the Board of School Directors, the District shall establish an agreement with any municipal police authorities, in accordance with the provisions of law, for the assignment of a School Resource Officer to specified District schools.[2]

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.[2]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[42]

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.[28][32]

SROs shall successfully complete required training, in accordance with law.[42]

School Security Guards

The District shall contract for one or more school security guards, in accordance with the provisions of law.[2][19] [20] [21] [22][43]

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 or detain individuals 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.[2][22][43][44]

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 for school security guards employed by the District and Board policy for school security guards employed by an independent contractor or third-party vendor.[19] [20] [21] [22][23][24][25][26]

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.[27][28]

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.[29][30]

Requirements -

School security guards shall provide the following services, as directed by the District:[43]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus. **[45]**
5. Coordination with law enforcement officials, including ~~school police officers~~ 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.[43]

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[43]

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.[28][32]

Other Agreements

The District shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[46][47][48]

The District shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[42][48]

Legal Footnotes

[1] 24 P.S. 1316-C
LEGAL REFERENCE

[2] 24 P.S. 1301-C
LEGAL REFERENCE

[3] 24 P.S. 1309-B
LEGAL REFERENCE

[4] Pol. 146.1 — Trauma-Informed Approach
POLICY REFERENCE

[5] Pol. 227 — Controlled Substances
POLICY REFERENCE

[6] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[7] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[8] Pol. 249 — Bullying/Cyberbullying
POLICY REFERENCE

[9] Pol. 351
POLICY REFERENCE
Referenced policy is not available in this policy book.

[10] Pol. 451 — Drug and Substance Abuse
POLICY REFERENCE

[11] Pol. 551 — Drug and Substance Abuse
POLICY REFERENCE

[12] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

[13] Pol. 819 — Suicide Awareness, Prevention and Response
POLICY REFERENCE

[14] 24 P.S. 1310-B
LEGAL REFERENCE

[15] 24 P.S. 1305-B
LEGAL REFERENCE

[16] 24 P.S. 1302-E
LEGAL REFERENCE

[17] Pol. 006 — Meetings
POLICY REFERENCE

[18] Pol. 805.1 — Mutual Agreements With Law Enforcement Agencies
POLICY REFERENCE

[19] Pol. 303 — Employment of Administrators
POLICY REFERENCE

[20] Pol. 404 — Employment of Professional Employees
POLICY REFERENCE

[21] Pol. 504 — Employment of Classified Employees
POLICY REFERENCE

[22] Pol. 818 — Contracted Services Personnel
POLICY REFERENCE

[23] 24 P.S. 111
LEGAL REFERENCE

[24] 24 P.S. 111.1
LEGAL REFERENCE

[25] 23 Pa. C.S.A. 6344
LEGAL REFERENCE

[26] 23 Pa. C.S.A. 6344.3
LEGAL REFERENCE

[27] 37 PA Code 241.5
LEGAL REFERENCE

[28] 44 Pa. C.S.A. 7301 et seq
LEGAL REFERENCE

[29] 37 PA Code 241.6
LEGAL REFERENCE

[30] 44 Pa. C.S.A. 7310
LEGAL REFERENCE

[31] 24 P.S. 1303-C
LEGAL REFERENCE

[32] 37 PA Code 241.1 et seq
LEGAL REFERENCE

[33] 24 P.S. 1304-C
LEGAL REFERENCE

[34] 24 P.S. 1302-C
LEGAL REFERENCE

[35] 24 P.S. 1305-C
LEGAL REFERENCE

[36] 22 PA Code 10.23
LEGAL REFERENCE

[37] 22 PA Code 14.104
LEGAL REFERENCE

[38] 22 PA Code 14.133
LEGAL REFERENCE

[39] Pol. 113.2 — Behavior Support
POLICY REFERENCE

[40] 24 P.S. 1306-C
LEGAL REFERENCE

[41] 24 P.S. 1307-C
LEGAL REFERENCE

[42] 24 P.S. 1313-C
LEGAL REFERENCE

[43] 24 P.S. 1314-C
LEGAL REFERENCE

[44] 24 P.S. 1311-C
LEGAL REFERENCE

[45] Pol. 907 — School Visitors/Access to School District Buildings
POLICY REFERENCE

[46] 24 P.S. 1309-C
LEGAL REFERENCE

[47] 42 Pa. C.S.A. 8953
LEGAL REFERENCE

[48] 53 Pa. C.S.A. 2303
LEGAL REFERENCE