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School Security Personnel  
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### **PURPOSE**

The Board is committed to providing a safe and secure environment for students, staff and visitors while in school, at school functions, traveling to and from school and on school property at any time. As a result, it is the intention of the Board to establish a School Safety & Security Department comprised of School Police Officers and School Security.

### **AUTHORITY**

The Board shall employ School Security Personnel to coordinate the safety and security of district students, staff, visitors and facilities.

### **DEFINITIONS**

**School Security Personnel**—School Police Officers and School Security.

**School Police Officer**-A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district.

**School Security** - an individual employed by the district 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 or exercise the same powers as the police of the municipality in which the school property is located, in accordance with law.

### **DELEGATION OF RESPONSIBILITY**

The Superintendent designates the Chief of School Police 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.

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.

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

1. Oversee all School Police Officers and School Security.
2. 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.
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, 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.
4. 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.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.
7. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.

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.

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.

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 any additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.
2. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
3. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
4. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
5. 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.

The School Safety & Security Coordinator shall be responsible for the daily operation of the School Safety & Security Department. The School Safety & Security Coordinator shall have the following primary responsibilities:

1. Recommend to the Board additions to and deletions from, the School Police Officers' roster. The roster shall be continuously updated and reviewed annually.
2. Assign School Police to district activities, weekend and night patrols, and non-school functions taking place on district property, as necessary, in coordination with district administrative officials.
3. Evaluate the performance of each School Police Officer in collaboration with the administration.
4. Recommend appropriate training for all officers.
5. Assure that all training and certifications are up-to-date.
6. Assure that all officers are properly uniformed and equipped.
7. Maintain communication with all officers and periodically observe officers when on assignments for the purpose of officer evaluation.

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 Police Officers shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board.

## **GUIDELINES**

### **Training**

All School Security Personnel shall successfully complete the basic school resource officer course of instruction offered by the National Association of School Resource Officers or an equivalent course of instruction approved by the commission prior to employment by the school district.

School entities shall provide their employees with mandatory training on school safety and security subject to the following based on the needs of the school entity:

1. Training shall address any combination of one or more of the following, based on the needs of the school entity:
  - a. Situational awareness.
  - b. Trauma-informed approaches.
  - c. Behavioral health awareness.
  - d. Suicide and bullying awareness.
  - e. Substance use awareness.
  - f. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.
  - g. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.
2. Training may be provided through the Internet or other distance communication systems.
3. Employees shall complete a minimum of three hours of training every five years.
4. Employees shall have current CPR/AED/First Aid certification.
5. Any other trainings required by law.

In addition to the training above, School Police Officers are required to complete training under Title 53, Chapter 21, Subchapter D which includes:

1. Act 120 Training
2. Twelve (12) hours per year of MPOETC-approved classroom training,
3. Annual firearms qualification on all duty firearms.
4. Any other trainings required by law.

### **School Police Officers**

The Board is authorized by law to hire School Police Officers and request that certain powers be conferred upon such School Police Officers by the Monroe/Pike county Court of Common Pleas, in accordance with the provisions of law.

#### *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 304 for school

police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.

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.

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.

An applicant must be appointed by the Board, approved by the Court of Common Pleas, and take the oath of office before s/he is officially a School Police Officer.

The Board shall direct the solicitor to apply to a judge of the Monroe/Pike County Court of Common Pleas to appoint a person(s) to act as a School Police Officer for the district.

School Police Officers shall take and subscribe to the Oath of Office required by law.

Within thirty (30) days of court approval for appointment of a School Police Officer, the district shall notify the School Safety Committee and submit a copy of the court's order.

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 applicable law and Board policy.

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.

#### **Requirements-**

The district shall annually report the following information regarding School Police Officers receiving required training to the PA Department of Education, the School Safety and Security Committee and the PA Commission on Crime and Delinquency:

1. The district's name and the number of School Police Officers employed 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.

School Police Officers shall possess and exercise the following duties:

1. The authority to enforce good order in School Building, on School Property, School Buses, including but not limited to, vehicles used under transportation agreements with third party contractors to transport students, at bus stops involving students and at school functions.
  
2. The authority to exercise the same powers exercised under authority of law or ordinance by the municipal police of the legal entities comprising the district including but not limited to:
  - a. The issuance of summary citations.
  - b. The power to exercise arrest and citation power for violations of law.
  - c. The authority to exercise arrest and citation power for violations of the the Pennsylvania Crimes Code and the Pennsylvania Vehicle Code.
  - d. To present those arrested before a district justice juvenile probation authorities, mental health facility, or other court of record and proffer charges against the arrested individual under the law of the Commonwealth.
  - e. To exercise all powers conferred by the Monroe/Pike County Court of Common Pleas on District Property within their jurisdiction.
  - f. To possess firearms while on duty when they have obtained training as authorized by the Municipal Police Officers Training act 53 Pa. C.S.A. Sec 2161 et seq and obtained a certificate of completion of the Act 120 Pennsylvania Municipal Police Education and Training, and maintain annual Firearm Qualification.
  
3. The authority to use reasonable force in accordance with Title 18 Pennsylvania Crimes Code Section 508, use of force in Law Enforcement, Section 509, use of force by persons with special responsibility for the care, discipline or safety of others, and Section 505, use of force in self-protection.

School Police Officers wear the assigned metallic shield or badge provided by the district in plain view while on duty.

School Police Officers shall be under the supervision of the School Safety & Security Coordinator.

### **Body Armor**

In order to create the safest working environment possible for all members of the ESASD Police Department, soft body armor will be issued to sworn members of this department that request such equipment.

All School Police receiving soft body armor purchased by the district shall wear the soft body armor while on-duty.

On-duty shall be defined as whenever an officer is receiving regular pay or overtime and is working for the district in a police capacity.

The only exceptions to wearing the soft body armor while on duty will be when attending court, attending training, attending off-duty hearings, or any other reason approved by the School Safety & Security Coordinator. Any discrepancies as to the interpretation of these exceptions will be resolved by the Office of the Superintendent or the School Safety & Security Coordinator.

### **School Security**

The Board shall appoint School Security as authorized by law.

#### **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.

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.

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.

Such School Security appointed shall possess and exercise the following powers and duties:

1. The authority to enforce good order on school property; on school buses, including vehicles used under transportation agreements with third party contractors to transport students; and at school functions.
2. The authority to detain individuals until the arrival of the School Police officer/and or other police officers from the requisite jurisdiction.
3. The authority to use reasonable force in accordance with law. Appropriate school administrators and school security are persons entrusted with the care and supervision for a special purpose of a minor and the Board believes that reasonable force may be necessary to further that special purpose, including the maintenance of reasonable discipline during school, class or other times. Such reasonable force used shall not cause or create a substantial risk of death, serious bodily injury, disfigurement, extreme pain, mental distress, or gross degradation.

The Superintendent or designee shall be responsible for the overall operation of the School Safety & Security Department, which is comprised of both School Police Officer(s) and School Security.

The School Safety & Security Coordinator will be responsible for the daily operation of the School Safety & Security Department.

Building administrators shall be responsible for controlling behavior and enforcing the student discipline policy.

School Security Personnel shall be responsible to protect administrators and staff in their efforts to maintain order within the district facilities.

The Superintendent or designee shall establish guidelines for the operation of the School Safety & Security Department in order to achieve its objectives

The following shall be established to govern the operation of the security staff:

1. School Security shall patrol the halls, restrooms, unlocked area not in use, and the perimeters of facilities to which they are assigned.
2. School Security shall assist building principals in any matter related to safety and security, but shall not have the responsibility for maintaining classroom discipline.
3. School Security shall notify school administrators of any student engaged in code of conduct violations. If a criminal act is observed the School Security shall notify the School Police Officer who will then notify the School Administrator.
4. School Security shall not be involved in discussions with the parents/guardians of students. The building administrators or designee may request the presence of the School Security during parent/guardian meetings for security purposes only.
5. The building administrator shall forward to the School Police Officer copies of discipline reports that involve criminal behavior. The School Police Officer shall review all cases referred to him/her and initiate criminal charges if warranted. The final decision to initiate criminal prosecution rest with the Monroe/Pike County district attorney's office.
6. School Security shall assist in monitoring student arrivals, departures, lunches and assemblies.
7. All actions by School Security shall be documented on department forms. Copies of reports shall be forwarded to the building administrator and School Safety & Security Coordinator.

School Security shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.

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.



