

Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 - Retire - New Volume
Status	Administrative Review
Last Revised	March 11, 2020
Last Reviewed	January 20, 2021

-IMPORTANT NOTE: There is language on school security personnel preceded by brackets **throughout** the draft policy. Language on school security personnel is optional, as indicated by brackets { }, please select which language is applicable based on whether the CTC employs or contracts for school police officers or school security guards, and/or an agreement for a School Resource Officer (SRO). **Please place an X in the appropriate brackets to indicate the desired options.**

Authority

The Joint Operating Committee shall employ, contract for and/or assign staff to coordinate the safety and security of 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 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.[\[1\]](#)

Delegation of Responsibility

The Director shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.[\[2\]](#)

The School Safety and Security Coordinator shall report directly to the Director, and shall be responsible for the following:[\[2\]](#)

1. Oversee all

{ } school police officers

{ ☒ } School Resource Officers (SROs)

{ } 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, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

4. 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.

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

6. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.[\[8\]](#)[\[10\]](#)

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.[\[2\]](#)[\[11\]](#)

The Joint Operating Committee directs the School Safety and Security Coordinator to include the following information in the annual report:

1. ☒ Reports of required emergency preparedness, fire, bus evacuation and school security drills.[\[8\]](#)

2. ☒ Information on required school safety and security training and resources provided to students and staff.

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 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.[\[12\]](#)

5. ☒ Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.

6. {X} Updates regarding the school's Memorandum of Understanding with local law enforcement agencies.[13]

7. {X} Updates to laws, regulations and/or Joint Operating Committee policies related to school safety and security.

8. {X} Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.

9. {X} 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 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.

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the school's school security personnel.]

Guidelines

{ } School Police Officers

The school shall

{ } employ

{ } 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][14][15][16][17][18]

School police officer - [1][15][16]

1. A law enforcement officer employed by the school whose responsibilities, including work hours, are established by the school; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Joint Operating Committee policy.[18]

The school 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:[19]

1. The school's name and the number of school police officers employed or contracted by the school.
2. The municipalities comprising the school.
3. The date and type of training provided to each school police officer.

School police officers shall take and subscribe to the Oath of Office required by law.[20]

{ } The school 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 Joint Operating Committee policy.[14][21]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including school 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 Joint Operating Committee policy.[21][22][23][24]

School police officers shall possess and exercise the following duties:[25]

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the school, 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 school 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 school whose responsibilities, including work hours, are established by the school, 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 school in plain view when on duty.[26]

{ X } School Resource Officers (SROs)

The school shall establish an agreement with Erie County Sheriffs Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to the school.[1]

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

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[27]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Joint Operating Committee 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 school and municipal agency.

SROs shall successfully complete required training, in accordance with law.[\[27\]](#)

{ } School Security Guards

The school shall

{ } employ

{ } contract for

one or more school security guards, in accordance with the provisions of law.[\[1\]](#)[\[17\]](#)[\[18\]](#)[\[28\]](#)

School security guard - an individual employed by the school or a third-party vendor or an independent contractor who is assigned to the 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.[\[1\]](#)[\[16\]](#)[\[18\]](#)[\[28\]](#)

School security guards shall provide the following services, as directed by the school:[\[28\]](#)

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[\[29\]](#)
5. Coordination with law enforcement officials,
 { } including school police officers.
 { } 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 Joint Operating Committee policy.[\[28\]](#)

{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[\[28\]](#)

{ } Other Agreements

{ } The school shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[\[30\]](#)[\[31\]](#)[\[32\]](#)

{ } The school shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[\[27\]](#)[\[32\]](#)

1. 24 P.S. 1301-C
2. 24 P.S. 1309-B
3. Pol. 146
4. Pol. 227
5. Pol. 236
6. Pol. 249
7. Pol. 351
8. Pol. 805
9. Pol. 819
10. 24 P.S. 1305-B
11. Pol. 006
12. Pol. 235.1
13. Pol. 805.1
14. 24 P.S. 1302-C
15. 24 P.S. 1310-C
16. 24 P.S. 1311-C
17. Pol. 304
18. Pol. 818
19. 24 P.S. 1303-C
20. 24 P.S. 1304-C
21. 24 P.S. 1305-C
22. 22 PA Code 10.23
23. 22 PA Code 14.133
24. Pol. 113.2
25. 24 P.S. 1306-C
26. 24 P.S. 1307-C
27. 24 P.S. 1313-C
28. 24 P.S. 1314-C
29. Pol. 907
30. 24 P.S. 1309-C
31. 42 Pa. C.S.A. 8953
32. 53 Pa. C.S.A. 2303
- 53 Pa. C.S.A. 2301 et seq
- Pol. 705
- Pol. 709