

Book	Policy Manual
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Authority

The Joint Operating Committee shall employ, contract for and/or assign staff to coordinate the safety and security of center (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 center (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 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]

- Oversee all
 - { } school police officers
 - {X} School Resource Officers (SROs)
 - { } school security guards.
- 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.
- 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, center (school) employees, other individuals, center (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]
- Coordinate a tour of the center (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 center (school) to discuss and coordinate school safety and security matters.
- Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
- Serve on the center (school) threat assessment team(s) and participate in required training and the threat assessment process.[6][12]
- Coordinate School Safety and Security Assessments, **School Safety and Security grant requirements** and respond to School Safety and Security surveys, as applicable.[10][13][14][15]

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.[2][16]

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 center (school)'s current safety and security practices, and identify strategies to improve school safety and security.[2][17]

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

- Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the center (school)'s threat assessment team(s), the total number of threats assessed in the past year and **additional** information on threat assessment

required by the Administrative Director or designee, in accordance with Joint Operating Committee policy.[6]

2. {X} Reports of required emergency preparedness, fire, bus evacuation and school security drills.[10]
3. {X} Information on required school safety and security training and resources provided to students and staff.[10]
4. {X} Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
5. { } Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the center (school), information on referrals and services accessed by students and families, and identification of additional resources needed in the center (school). [18]
6. {X} Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. {X} Updates regarding the center (school)'s Memorandum of Understanding with local law enforcement agencies.[19]
8. { } Updates to laws, regulations and/or Joint Operating Committee policies related to school safety and security.
9. { } Information on tours, inspections and/or School Safety and Security Assessments of center (school) facilities and programs.
10. { } 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 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

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

{ } School Police Officers

The center (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][20][21][22][23][24]

School police officer - [1][21][22]

1. A law enforcement officer employed by the center (school) whose responsibilities, including work hours, are established by the center (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.[24]

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 center (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 police employed by the center (school) and Joint Operating Committee policy 818 for school police employed by an independent contractor or third-party vendor.[23][24][25][26][27][28]

The center (school) shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the center (school) and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[29][30]

Following an offer of employment, the center (school) shall request the separation record for a school police officer employed or contracted by the center (school), in accordance with applicable law and regulations for a law enforcement agency.[31][32]

Requirements -

The center (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:[33]

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

The center (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.[30][34]

School police officers shall take and subscribe to the Oath of Office required by law.[35]

{ } The center (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.[20][36]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including center (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.[\[36\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)

School police officers shall possess and exercise the following duties:[\[40\]](#)

1. Enforce good order in center (school) buildings, on center (school) buses or vehicles owned or leased by the center (school), and on center (school) grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in center (school) buildings, on center (school) buses and on center (school) grounds in the center (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 center (school) whose responsibilities, including work hours, are established by the center (school), may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the center (school) property is located.

School police officers shall wear the assigned metallic shield or badge provided by the center (school) in plain view when on duty.[\[41\]](#)

~~{X}~~ School Resource Officers (SROs)

The center (school) shall establish an agreement with The Erie County Sheriff's Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to the center (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 center (school) and whose stationing is established by an agreement between the law enforcement agency and the center (school). The term includes an active certified sheriff or deputy sheriff whose stationing in the center (school) is established by a written agreement between the county, the sheriff's office and the center (school).[\[1\]](#)

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 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 center (school) and municipal agency.

Prior to assignment in the center (school), the center (school) 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 center (school) 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.[\[30\]](#)[\[34\]](#)

SROs shall successfully complete required training, in accordance with law.[\[42\]](#)

~~{.}~~ School Security Guards

The center (school) shall

{ } employ

{ } contract for

one or more school security guards, in accordance with the provisions of law.[\[1\]](#)[\[23\]](#)[\[24\]](#)[\[43\]](#)

School security guard - an individual employed by the center (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 center (school) property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the center (school) shall meet the requirements of contracted services personnel, in accordance with Joint Operating Committee policy, and the provisions of applicable law.[\[1\]](#)[\[22\]](#)[\[24\]](#)[\[43\]](#)

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 center (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 center (school) and Joint Operating Committee policy 818 for school security guards employed by an independent contractor or third-party vendor.[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

The center (school) shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the center (school) and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[\[29\]](#)[\[30\]](#)

Following an offer of employment, the center (school) shall request the separation record for a school security guard employed or contracted by the center (school), in accordance with applicable law and regulations for a law enforcement agency.[\[31\]](#)[\[32\]](#)

Requirements -

School security guards shall provide the following services, as directed by the center (school):[\[43\]](#).

1. Center (School) safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[\[44\]](#)
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.[\[43\]](#)

{ } 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 center (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.[\[30\]](#)[\[34\]](#)

{ } Other Agreements

{ } The center (school) shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[\[45\]](#)[\[46\]](#)[\[47\]](#).

{ } The center (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.[\[42\]](#)[\[47\]](#)

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. 1302-E
13. 24 P.S. 1305-B
14. 24 P.S. 1314-B
15. 24 P.S. 1315-B
16. 24 P.S. 1316-B
17. Pol. 006
18. Pol. 235.1
19. Pol. 805.1
20. 24 P.S. 1302-C
21. 24 P.S. 1310-C
22. 24 P.S. 1311-C
23. Pol. 304
24. Pol. 818
25. 24 P.S. 111
26. 24 P.S. 111.1
27. 23 Pa. C.S.A. 6344
28. 23 Pa. C.S.A. 6344.3
29. 37 PA Code 241.5
30. 44 Pa. C.S.A. 7301 et seq
31. 37 PA Code 241.6
32. 44 Pa. C.S.A. 7310
33. 24 P.S. 1303-C
34. 37 PA Code 241.1 et seq
35. 24 P.S. 1304-C
36. 24 P.S. 1305-C
37. 22 PA Code 10.23
38. 22 PA Code 14.133
39. Pol. 113.2
40. 24 P.S. 1306-C
41. 24 P.S. 1307-C
42. 24 P.S. 1313-C
43. 24 P.S. 1314-C
44. Pol. 907
45. 24 P.S. 1309-C
46. 42 Pa. C.S.A. 8953
47. 53 Pa. C.S.A. 2303
- 53 Pa. C.S.A. 2301 et seq
- Pol. 705
- Pol. 709