



SECTION: OPERATIONS

POLICY: 805.2

**TITLE: SCHOOL SECURITY
PERSONNEL**

ORIGINAL: March 30, 2020

CURRENT REVISION: December 13,
2021

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Board recognizes the importance to employ, contract for, and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities. This policy will describe the district's plan for security personnel.

II. DEFINITIONS

- A. **School security personnel** - school resource officers and school security guards.
- B. **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.
- C. **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.
- D. **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.
- E. **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, 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 district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.

III. POLICY

- A. School Resource Officers (SROs)
 - a. In accordance with law, the district shall maintain an agreement with Lower Gwynedd Police Department to assign a School Resource Officer to specified district schools.
 - b. The agreement addresses the powers and duties conferred on SROs, which shall include but not be limited to:
 - i. Assisting the district in developing Board policy, administrative regulations, or procedures to address crime.

- ii. Educating students in crime prevention and safety.
 - iii. Coordinating all law enforcement responses at the school.
 - iv. Addressing crime and violence issues, gangs, and drug activities affecting or occurring in or around a school.
 - v. Assisting administration and faculty in developing criminal justice programs for students.
 - vi. Ensuring the investigation and enforcement of criminal law violations at school.
 - vii. Other duties as agreed upon between the district and the Lower Gwynedd Police Department.
- B. 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 SROs 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.
- C. SROs shall successfully complete required training, in accordance with law.
- D. School Security Guards
- a. The district shall hire and/or contract for one or more school security guards, in accordance with the provisions of law.
 - b. 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 guidelines. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.
 - c. 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.
 - d. 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.
 - e. School security guards shall provide the following services, as directed by the district:
 - i. School safety support services.
 - ii. Enhanced campus supervision.
 - iii. Assistance with disruptive students.
 - iv. Monitoring visitors on campus.
 - v. Coordination with law enforcement officials, including SROs.
 - vi. Security functions that improve and maintain school safety.
 - f. School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.
- E. 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 laws and regulations.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.
- B. The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:
 - a. Overseeing all School Resource Officers (SROs) and school security guards.
 - b. 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.
 - c. Coordinating 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
 - d. 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 coordinate school safety and security matters
 - e. Serving as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
 - f. Serving on the district's threat assessment team and participate in required training and the threat assessment process.
 - g. Coordinating School Safety and Security Assessments and responding to School Safety and Security surveys, as applicable.
- C. By June 30 of each year, the Superintendent 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.
- D. The Board directs the Superintendent to include the following information in the annual report:
 - a. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team, the total number of threats assessed in the past year and any additional information on threat assessment, in accordance with Board policy.
 - b. Reports of required emergency preparedness, fire, bus evacuation and school security drills.
 - c. Information on required school safety and security training and resources provided to students and staff.
 - d. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
 - e. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.
 - f. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
 - g. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.
 - h. Updates to laws, regulations, and/or Board policies related to school safety and security.
 - i. Information on tours, inspections, and/or School Safety and Security Assessments of school facilities and programs.

- j. Information on grants or funding applied for and/or received in support of school safety and security efforts.
- E. The Superintendent shall submit a copy of the report to the state's School Safety and Security Committee.
- F. 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.
- G. 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.

V. REFERENCES

24 P.S. 111
24 P.S. 111.1
24 P.S. 1301-C
24 P.S. 1309-B
24 P.S. 1305-B
24 P.S. 1302-C
24 P.S. 1302-E
24 P.S. 1310-C
24 P.S. 1311-C
24 P.S. 1303-C
24 P.S. 1304-C
24 P.S. 1305-C
22 PA Code 10.23
22 PA Code 14.104
22 PA Code 14.133
24 P.S. 1306-C
24 P.S. 1307-C
24 P.S. 1313-C
24 P.S. 1314-C
24 P.S. 1309-C
37 PA Code 241.5
37 PA Code 241.6
37 PA Code 241.1 et seq
23 Pa. C.S.A. 6344
23 Pa. C.S.A. 6344.3
42 Pa. C.S.A. 8953
44 Pa. C.S.A. 7301 et seq
44 Pa. C.S.A. 7310
53 Pa. C.S.A. 2303
53 Pa. C.S.A. 2301 et seq
Pol. 006
Pol. 110
Pol. 227
Pol 236.1
Pol. 246
Pol. 249

Pol. 253
Pol. 304
Pol. 351
Pol. 805
Pol. 805.1
Pol. 818
Pol. 904
Pol. 909