

LEBANON SCHOOL DISTRICT

POLICY: 805.2
SECTION: OPERATIONS
TITLE: SCHOOL SECURITY PERSONNEL
ADOPTED: May 18, 2020

805.2. SCHOOL SECURITY PERSONNEL

Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district 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 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.³

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.⁴

¹ 24 P.S. 1301-C.

² 24 P.S. 1301-C.

³ 24 P.S. 1301-C.

⁴ 24 P.S. 1309-B.

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:⁵

1. Oversee all school police officers, School Resource Officers (SROs), and school security guards.
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, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.
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. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.⁶

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.⁷

The Board 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.

⁵ 24 P.S. 1309-B.

⁶ 24 P.S. 1305-B.

⁷ 24 P.S. 1305-B.

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 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.
6. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.
7. Updates to laws, regulations and/or Board policies related to school safety and security.
8. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
9. 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.⁸

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.

To the extent permitted by applicable state and federal law and regulations, 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.

⁸ 24 P.S. 1309-B.

Guidelines

School Police Officers

The district shall employ 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.⁹

School police officer¹⁰ -

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; 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 Board policy.

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:¹¹

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.

School police officers shall take and subscribe to the Oath of Office required by law.¹²

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.¹³

⁹ 24 P.S. 1301-C, 1302-C, 1310-C, 1311-C.

¹⁰ 24 P.S. 1301-C, 1310-C, 1311-C.

¹¹ 24 P.S. 1303-C.

¹² 24 P.S. 1304-C.

¹³ 24 P.S. 1302-C, 1305-C.

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.¹⁴

School police officers shall possess and exercise the following duties:¹⁵

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 in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.¹⁶

School Resource Officers (SROs)

The district shall establish an agreement with the appropriate Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.¹⁷

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.¹⁸

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:¹⁹

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.

¹⁴ 24 P.S. 1305-C; 22 Pa. Code. 10.23, 14.104, 14.133.

¹⁵ 24 P.S. 1306-C.

¹⁶ 24 P.S. 1307-C.

¹⁷ 24 P.S. 1301-C.

¹⁸ 24 P.S. 1301-C.

¹⁹ 24 P.S. 1313-C.

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.

SROs shall successfully complete required training, in accordance with law.²⁰

School Security Guards

The district may employ one or more school security guards, in accordance with the provisions of law.²¹

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.²²

School security guards shall provide the following services, as directed by the district:²³

1. School safety support services.
2. Enhanced campus supervision.

²⁰ 24 P.S. 1313-C.

²¹ 24 P.S. 1301-C, 1314-C.

²² 24 P.S. 1301-C, 1311-C, 1314-C.

²³ 24 P.S. 1314-C.

3. Assistance with disruptive students.
4. Monitoring visitors on campus.
5. Coordination with law enforcement officials, including school police officers and 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 Board policy.²⁴

²⁴ 24 P.S. 1314-C.