



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
Status	First Reading

Authority

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

The district shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.[\[1\]](#)

The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.[\[1\]](#)

Definitions

School security personnel - school police officers, school resource officers and school safety officer.[\[2\]](#)

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.[\[2\]](#)

School day - the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.[\[1\]](#)

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[2\]](#)

Delegation of Responsibility

The Superintendent 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 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.[\[3\]](#)

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.[\[3\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[\[3\]](#)

1. Oversee all school safety officers.
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.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
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.[\[7\]](#)[\[14\]](#)
7. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[\[11\]](#)[\[15\]](#)

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, but shall count toward professional education credit, where applicable.[\[3\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

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.[\[3\]](#)[\[19\]](#)

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 additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[\[7\]](#)[\[14\]](#)
2. **The number and type(s) of school security personnel contracted or employed by the district, including:**[\[3\]](#)
 - a. **The number of school security personnel that are armed, listed by type(s) of personnel.**
 - b. **The school building at which each school security personnel is assigned, listed by type(s) of personnel.**
 - c. **The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.**
 - d. **A listing of other individuals utilized by the district for school safety-related duties.**
3. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[\[11\]](#)
4. Information on required school safety and security training and resources provided to students and staff.[\[11\]](#)
5. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
6. 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.[\[20\]](#)
7. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[\[21\]](#)
8. Updates regarding the district's memorandum of understanding with law enforcement agencies.[\[21\]](#)
9. Updates to laws, regulations and/or Board policies related to school safety and security.

10. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
11. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report, including the required information on threat assessment and school security personnel, shall be submitted to the state's School Safety and Security Committee.[\[3\]](#)

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 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.

Guidelines

School Resource Officers (SROs)

The district shall establish an agreement with East Hempfield Police, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[\[2\]](#)[\[45\]](#)

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.[\[2\]](#)

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[\[46\]](#)

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

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 SRO's 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.[\[32\]](#)[\[36\]](#)

SROs shall successfully complete required training, in accordance with law.[\[46\]](#)

School safety officer

The district shall **employ and/or contract for** one or more school safety officer, in accordance with the provisions of law.[\[2\]](#)[\[25\]](#)[\[26\]](#)[\[47\]](#)

School safety officer - 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.[\[2\]](#)[\[24\]](#)[\[26\]](#)[\[47\]](#)

Background Checks -

Prior to receiving an offer of employment, all school safety 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 safety officers employed by the district and Board policy 818 for school safety officers employed by an independent contractor or third-party vendor.[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school safety officers employed by the district and shall review a background investigation conducted for all school safety officers employed by an independent contractor or third-party vendor.[\[31\]](#)[\[32\]](#)

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.[\[33\]](#)[\[34\]](#)

Requirements -

School safety officer shall provide the following services, as directed by the district:[\[47\]](#)

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[48]
5. Coordination with law enforcement officials, including SROs.
6. Security functions which improve and maintain school safety.

School safety officers shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[\[47\]](#)

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.[\[32\]](#)[\[36\]](#)

Other Agreements

The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[\[45\]](#)[\[49\]](#)[\[50\]](#)[\[51\]](#)

Legal References

1. 24 P.S. 1316-C
2. 24 P.S. 1301-C
3. 24 P.S. 1309-B
4. Pol. 146.1
5. Pol. 227
6. Pol. 236
7. Pol. 236.1
8. Pol. 249
9. Pol. 333
10. Pol. 351
11. Pol. 805
12. Pol. 819
13. 24 P.S. 1310-B
14. 24 P.S. 1302-E
15. 24 P.S. 1305-B
16. 24 P.S. 1316-B
17. 24 P.S. 1205.1

18. 24 P.S. 1205.5
19. Pol. 006
20. Pol. 235.1
21. Pol. 805.1
22. 24 P.S. 1302-C
23. 24 P.S. 1310-C
24. 24 P.S. 1311-C
25. Pol. 304
26. Pol. 818
27. 24 P.S. 111
28. 24 P.S. 111.1
29. 23 Pa. C.S.A. 6344
30. 23 Pa. C.S.A. 6344.3
31. 37 PA Code 241.5
32. 44 Pa. C.S.A. 7301 et seq
33. 37 PA Code 241.6
34. 44 Pa. C.S.A. 7310
35. 24 P.S. 1303-C
36. 37 PA Code 241.1 et seq
37. 24 P.S. 1304-C
38. 24 P.S. 1305-C
39. 22 PA Code 10.23
40. 22 PA Code 14.104
41. 22 PA Code 14.133
42. Pol. 113.2
43. 24 P.S. 1306-C
44. 24 P.S. 1307-C
45. Pol. 909
46. 24 P.S. 1313-C
47. 24 P.S. 1314-C
48. Pol. 907
49. 24 P.S. 1309-C
50. 42 Pa. C.S.A. 8953
51. 53 Pa. C.S.A. 2303
24 P.S. 1306.2-B
24 P.S. 1319-B
53 Pa. C.S.A. 2301 et seq
Pol. 705
Pol. 709