



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
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### **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.  
[\[1\]](#)

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

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.[\[2\]](#)

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

1. Oversee all School Resource Officers (SROs), School Police Officers, and or 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 **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.[3][4][5][6][7][8][9][10][11]
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.[6][12]
7. 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 Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[2][17]

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.[6][12]
2. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[10]
3. Information on required school safety and security training and resources provided to students and staff.[10]
4. 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 district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[18]
6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[19]

8. Updates to laws, regulations and/or Board policies related to school safety and security.
9. Information on tours, inspections and/or School Safety and Security Assessments of 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 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**

The district shall establish an agreement with the Upper Saucon Township Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[\[1\]](#)[\[43\]](#)

**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.[\[1\]](#)

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[\[44\]](#)

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.[\[30\]](#)[\[34\]](#)

SROs shall successfully complete required training, in accordance with law.[\[44\]](#)

## Legal

- [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 14.104](#)
- [39. 22 PA Code 14.133](#)
40. Pol. 113.2
- [41. 24 P.S. 1306-C](#)

[42. 24 P.S. 1307-C](#)

[42. 24 P.S. 1307-C](#)

43. Pol. 909

[44. 24 P.S. 1313-C](#)

[45. 24 P.S. 1314-C](#)

46. Pol. 907

[47. 24 P.S. 1309-C](#)

[48. 42 Pa. C.S.A. 8953](#)

[49. 53 Pa. C.S.A. 2303](#)

[53 Pa. C.S.A. 2301 et seq](#)

Pol. 705

Pol. 709