

# LENAPE TECHNICAL SCHOOL

SECTION: OPERATIONS

TITLE: SCHOOL SECURITY  
PERSONNEL

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805.2 SCHOOL SECURITY PERSONNEL	
Authority	The Joint Operating Committee shall employ, contract for and/or assign staff to coordinate the safety and security of the school students, staff, visitors and facilities.
Definitions	<p><b>School security personnel</b> – school police officers, school resource officers and school security guards.[1]</p> <p><b>Independent contractor</b> – 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 school for the purpose of performing school security services.[1]</p> <p><b>Third-party vendor</b> – a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[1]</p>
Delegation of Responsibility	<p>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]</p> <p>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]</p> <p>The School Safety and Security Coordinator shall report directly to the Administrative Director, and shall be responsible for the following:[2]</p> <ol style="list-style-type: none"> <li>1. Oversee all School Resource Officers (SROs).</li> <li>2. 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</li> </ol>

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	<p>and regulations regarding school safety and security.</p> <ol style="list-style-type: none"> <li>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, and 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][12]</li> <li>4. Coordinate a tour of the 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 school to discuss and coordinate school safety and security matters.</li> <li>5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.</li> <li>6. Serve on the school threat assessment team(s) and participate in required training and the threat assessment process. [6][13]</li> <li>7. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable. [10][14]</li> </ol> <p>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. [2][15][16][17]</p> <p>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 school's current safety and security practices, and identify strategies to improve school safety and security. [2][18]</p> <p>The Joint Operating Committee directs the School Safety and Security Coordinator to include the following information in the annual report:</p> <ol style="list-style-type: none"> <li>1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the school's threat assessment team(s), the total number of threats assessed in the past year and any additional information on threat assessment required by the Administrative Director or designee, in</li> </ol>
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	<p>accordance with Joint Operating Committee policy.[6][13]</p> <p><b>2. The number and type(s) of school security personnel contracted or employed by the center (school), including:[2]</b></p> <ul style="list-style-type: none"> <li><b>a. The number of school security personnel that are armed, listed by type(s) of personnel.</b></li> <li><b>b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.</b></li> <li><b>c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.</b></li> <li><b>d. A listing of other individuals utilized by the school for school safety-related duties.</b></li> </ul> <p>3. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[10]</p> <p>4. Information on required school safety and security training and resources provided to students and staff.[10]</p> <p>5. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.</p> <p>6. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the school, information on referrals and services accessed by students and families, and identification of additional resources needed in the school.[19]</p> <p>7. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[20]</p> <p>8. Updates regarding the school's memorandum of understanding with law enforcement agencies.[20]</p> <p>9. Updates to laws, regulations and/or Joint Operating Committee policies related to school safety and security.</p> <p>10. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.</p> <p>11. Information on grants or funding applied for and/or received in support of school safety and security efforts.</p> <p>A copy of the report, <b>including the required information on threat assessment and school security personnel</b>, shall be submitted to the state's School Safety and Security Committee.[2]</p> <p>The Administrative Director or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each</p>
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Guidelines	<p>category of school security personnel in carrying out their duties.</p> <p>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.</p> <p><u>School Resource Officers (SROs)</u></p> <p>The school shall establish an agreement with Manor Township, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to the school.[1]</p> <p><b>School Resource Officer (SRO)</b> – a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the school and whose stationing is established by an agreement between the law enforcement agency and the school. The term includes an active certified sheriff or deputy sheriff whose stationing in the school is established by a written agreement between the county, the sheriff's office and the school.[1]</p> <p>The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[44]</p> <ol style="list-style-type: none"> <li>1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.</li> <li>2. Assist in developing Joint Operating Committee policy, administrative regulations or procedures which address crime, and recommending procedural changes.</li> <li>3. Develop and educate students in crime prevention and safety.</li> <li>4. Train students in conflict resolution, restorative justice and crime awareness.</li> <li>5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.</li> <li>6. Develop or expand community justice initiatives for students.</li> <li>7. Other duties as agreed upon between the school and municipal agency.</li> </ol> <p>Prior to assignment in the school, the 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 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.[31][35]</p>
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SROs shall successfully complete required training, in accordance with law.  
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**PSBA Revision 9/24 © 2024 PSBA**

Legal References

- [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. 1310-B](#)
- [13. 24 P.S. 1302-E](#)
- [14. 24 P.S. 1305-B](#)
- [15. 24 P.S. 1316-B](#)
- [16. 24 P.S. 1205.1](#)
- [17. 24 P.S. 1205.5](#)
18. Pol. 006
19. Pol. 235.1
20. Pol. 805.1
- [21. 24 P.S. 1302-C](#)
- [22. 24 P.S. 1310-C](#)
- [23. 24 P.S. 1311-C](#)
24. Pol. 304
25. Pol. 818
- [26. 24 P.S. 111](#)
- [27. 24 P.S. 111.1](#)
- [28. 23 Pa. C.S.A. 6344](#)
- [29. 23 Pa. C.S.A. 6344.3](#)
- [30. 37 PA Code 241.5](#)
- [31. 44 Pa. C.S.A. 7301 et seq](#)
- [32. 37 PA Code 241.6](#)
- [33. 44 Pa. C.S.A. 7310](#)
- [34. 24 P.S. 1303-C](#)
- [35. 37 PA Code 241.1 et seq](#)
- [36. 24 P.S. 1304-C](#)
- [37. 24 P.S. 1305-C](#)
- [38. 22 PA Code 10.23](#)
- [39. 22 PA Code 14.104](#)

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	<a href="#">40. 22 PA Code 14.133</a> 41. Pol. 113.2 <a href="#">42. 24 P.S. 1306-C</a> <a href="#">43. 24 P.S. 1307-C</a> <a href="#">44. 24 P.S. 1313-C</a> <a href="#">45. 24 P.S. 1314-C</a> 46. Pol. 907 <a href="#">47. 24 P.S. 1309-C</a> <a href="#">48. 42 Pa. C.S.A. 8953</a> <a href="#">49. 53 Pa. C.S.A. 2303</a> <a href="#">24 P.S. 1306.2-B</a> <a href="#">24 P.S. 1319-B</a> <a href="#">53 Pa. C.S.A. 2301 et seq</a> Pol. 705 Pol. 709
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