

Jefferson County Public Schools
School Safety Officer (SSO)
Standard Operating Procedures Manual
Draft of Select Sections
01/17/2020

School Safety Officer (SSO) Hiring

Posting of Position

The District shall post for School Safety Officer (SSO) vacancies following JCPS Human Resource requirements.

District Hiring Committee- Development of Interview Questions and Rubrics

1. The Chief Operations Officer/designee shall create a District Hiring Committee to develop and implement the process for hiring SSOs. The District Hiring Committee shall consist of, but not limited to, members of the following District divisions or departments: Culture and Climate; Diversity, Equity and Poverty; Human Resources; School Safety; and Security and Investigations. In addition, one or more school principals will be invited to join the District Hiring Committee. (Note: in the spring of 2020, the Project Manager will facilitate the District Hiring Committee).
2. The District Hiring Committee will develop a set of interview questions that address pertinent attributes, qualities, and dispositions of SSO candidates, and a screening rubric for the questions, designed to differentiate responses from highly qualified candidates from those of other, less qualified candidates.
3. Interview questions will address the following areas:
 - a. Credentials
 - b. Experience
 - c. Working with individuals from diverse backgrounds
 - d. Law enforcement in schools
 - e. Community awareness
 - f. Desired behaviors
 - g. SSO-based scenarios
4. The District Hiring Committee shall make recommendations regarding recruitment strategies to ensure a racially and ethnically diverse applicant pool.

Screening of Applicants

1. Upon the closing of a posted job vacancy, the District Hiring Committee will review all applications for SSO vacancies and develop a list of candidates to undergo initial screening.
2. The District Hiring Committee will conduct initial interviews with candidates to develop a slate of candidates to be reviewed by the School Hiring Committee.

School Safety Officer Consultation Committee- Matching Slate of SSO Candidates with Schools

1. The School Consultation Committee will consist of the Executive Administrator of School Safety, and/or members of their staff, and principals of schools receiving a School Safety Officer.
2. The School Consultation Committee will conduct interviews with the slate of SSO candidates provided by the District Hiring Committee to match SSOs with schools.
3. The Executive Administrator of School Safety, with consultation from the School Consultation Committee, will recommend candidates to the Superintendent for hire.

School Safety Officer (SSO) Training

State-Required Training

1. All SSOs shall complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council and identified in KRS 158.441.
2. In the event of extenuating circumstances that prevents an SSO from completing required training within the required time period, the Executive Administrator for School Safety shall request an extension of time with the Department of Criminal Justice Training or designee as outlined in KRS 158.441.

District-Required Training

1. All SSOs shall complete sixty (60) hours of annual in-service training that has been developed for or by the District.
2. The Executive Administrator for School Safety will establish a School Safety Officer District Training Team (“District Training Team”) to develop SSO training plans for new officers and experienced officers. Members of the District Training Team will include individuals from the following District divisions and departments: Culture and Climate; Diversity, Equity, and Poverty; Human Resources, Security and Investigations, and School Safety.
3. External partners who provide training for SSOs will be invited to provide guidance to the District Training Team on appropriate training content for new and experienced officers.
4. Training topics include, but are not limited to, the following:
 - a. Bullying
 - b. Cross-cultural communication and bias awareness training
 - c. De-escalation strategies
 - d. Multi-Tiered Support Systems and Positive Behavior Interventions and Supports (MTSS/PBIS)
 - e. Restorative Practices
 - f. Safe Crisis Management
 - g. Student Support and Behavior Intervention Handbook (SSBIH)
 - h. Trauma-informed action
 - i. Understanding students with special needs
 - j. Youth mental health awareness
 - k. Weapon qualification
 - l.
5. The Executive Administrator for School Safety will make every effort to schedule training during non-student attendance days, with the exception of Parent Teacher Conference Day.

The Executive Administrator for School Safety shall develop and publish a training calendar and maintain logs for SSOs including state- and District-mandated training.

School Safety Officer (SSO) Arrests

Juvenile Arrests in District Schools

1. The SSO will make the final determination whether to make an arrest of a juvenile in a District school.
2. Juvenile arrest options include:
 - a. Citation and release to a parent/guardian; or
 - b. Physical arrest to a location determined by the Court Designated Worker (CDW).
3. Juveniles between 12-17 years of age can either receive a citation and be released to a parent/guardian or be physically arrested. A physical arrest involves the transport of a juvenile defendant to a designated location provided by the CDW for violent felonies and Safe Place for misdemeanors and felony property crimes.
4. Arrests for Juveniles under 12 years of age shall occur within the following parameters:
 - a. The local juvenile court system discourages the arrest of juveniles under the age of 12 for offenses other than “most egregious crimes” (ex: homicide).
 - b. Juveniles under 12 years of age must receive a citation and be released to parent/guardian.
 - c. If a juvenile under the age of 12 years of age is an imminent danger to self or others, Safe Crisis Management restraint techniques shall be used, and the use of handcuffs is prohibited.
 - d. The SSO will consult with the Executive Administrator of School Safety before arresting a juvenile under the age of 12.

Physical Arrest Criteria

1. Physical arrest criteria for SSOs include:
 - a. The suspect is an imminent danger to self or others;
 - b. The parent/guardian is unable or unwilling to come to the school to pick up the student and the school is unable to hold the student until a responsible adult can be contacted.
 - c. A felony incident has occurred, including, but not limited to, First- or Second-Degree Assault, Minor in Possession of a Handgun on School Property, or First-Degree Robbery.
 - d. An egregious felony has occurred, including, but not limited to, Rape or Homicide, with the arrest occurring in conjunction with local police agencies with jurisdiction.

- e. A misdemeanor incident has occurred for which the SSO has determined a physical arrest is necessary and appropriate.
2. In the event of an arrest, the SSO will contact the CDW to receive a decision regarding detention of the juvenile or releasing the juvenile to a parent/guardian.
 3. The SSO will contact the Executive Administrator of School Safety/designee and the principal in all cases regarding physical arrest.

Felony Arrest Criteria

1. Felony arrest criteria for SSOs include:
 - a. An investigation establishes probable cause of a felony;
 - b. The victim or victim's parent/guardian state a desire to prosecute and the SSO deems the violation to be a felony; or
 - c. The suspect is an imminent risk of harm to self or others.
2. Felony arrests with a citation to release to parent/guardian or filing a juvenile complaint are preferred.
3. In the event of a felony arrest, the SSO will contact the CDW to receive a decision regarding detention of the juvenile or releasing the juvenile to a parent/guardian.
4. The SSO will contact the Executive Administrator of School Safety/designee and the principal in all cases regarding a felony arrest.

Arrests for Violations of the District Student Support and Behavior Intervention Handbook (SSBIH)

Discipline is the responsibility of the school administration, therefore, Principals and Assistant Principals, or other appropriate school staff should work with students who have a disciplinary infraction. Responses and consequences for infractions should be determined using the SSBIH. In most instances, the response to a student violation of the SSBIH does not include any participation of the SSO. However, the SSBIH states that, "when a student violates a law, school administration may notify the appropriate law enforcement official...Prosecution and adjudication of criminal violations shall occur separately from the administration of school procedures" (p. 36). In addition, the Executive Administrator for School Safety will be contacted and consulted in any misdemeanor arrest for a violation of the SSBIH as outlined in the arrest criteria above. *See the SSBIH for a list of law related behavior violations.*

Documentation and Reporting of Citations and Arrests

1. All arrests, including citations and physical arrests, will be documented in accordance with SSO Data Reporting Requirements identified in the SSO Standard Operating Procedures Manual and the requirements set forth in Kentucky statute and administrative regulation.
2. Monthly reports regarding all arrests, including citations and physical arrests, will be provided by the Executive Administrator for School Safety to the Superintendent; Chief of Operations; Chief of Diversity, Equity, and Poverty; Chief of Accountability, Research & Systems Improvement; Chief of Schools; Level/Zone Assistant Superintendents; and the Assistant Superintendent of Culture and Climate.
3. Regular reports of arrest data, including citation and physical arrest data, will be supplied to Board members on a regular basis.

School Safety Officer (SSO) Equipment

Wearing the School Safety Officer Uniform

The Executive Administrator for School Safety shall establish and enforce standards for SSO uniforms.

1. Members of the District SSO Unit will wear only such uniforms and insignia as are approved by the Executive Administrator of School Safety.
2. When in uniform, SSOs are official representatives of the District and will conduct themselves in accordance with all District and department policies and procedures.

Uniform Appearance Standards

1. Uniforms

Uniforms will be kept neat, clean, well-pressed and properly fitted at all times. Care should be taken not to wear threadbare or faded items

- a. Badges will be displayed on the outermost garment over the left breast;
- b. Boots will be cleaned and polished, and free of holes and rips; and
- c. All other leather/duty gear will be black in color and well maintained.

Uniform Specifications- Duty Uniform

The color and style of the Duty Uniform to be worn by an SSO shall be determined by the Executive Administrator for School Safety, issued by the District, and shall include:

1. Long-sleeve or short-sleeve shirt;
2. Trousers;
3. Necktie with tie clasp;
4. Plain toe black boots;
5. Socks;
6. Badge, name tag;
7. Sport coat containing badge/district insignia; and
8. Training polo shirt (to be worn when attending training).

Uniform Specifications- Duty Equipment

The Duty Equipment issued to an SSO shall be determined by the Executive Administrator for School Safety, issued by the District, and shall include:

1. Weapon and duty security holster;
2. Taser;
3. Handcuffs, handcuff holder, and keys;
4. Issued ammunition and three (3) fully-loaded magazines;
5. Radios and holders;
6. District-issued cellular phone;

7. One pair of exam gloves;
8. Issued baton and holder;
9. School keys; and
10. Body armor (optional)

Uniform Specifications- Name Tags

All members of the School Safety Unit will wear a district-issued nametag at all times while on duty.

School Safety Officer (SSO) Weapons

Firearms- Duty Use

1. While on duty, School Safety Officers and Security and Investigations Unit Officers shall carry a fully-loaded, district-issued handgun with three magazines.
2. In addition to the state requirement for School Safety Officers and Security and Investigations Unit Officers to qualify with weapons annually, officers must complete one additional weapons qualification, for a total of two (2) annually.
3. Weapons, ammunition, and accessories that meet district standards will be issued by the District for the performance of responsibilities while on duty.
4. In accordance with KRS 503.050 and KRS 503.070, officers are authorized to use their firearms when they reasonably believe that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury.
5. An officer may also use a firearm during range practice and qualification.
6. With the exception of maintenance, storage, or during training exercises, officers shall refrain from drawing, exhibiting, or unnecessary display of their authorized duty firearm.
7. Firearms shall remain holstered at all times unless an officer is engaged in activities requiring its use.
8. In the event that a weapon is unholstered, the Executive Administrator for School Safety/Security and Investigations must be notified and appropriate documentation recorded.

Firearms- Prohibited Uses

Officers are prohibited from discharging firearms and are subject to disciplinary action under the following circumstances:

1. When it is probable that an innocent bystander(s) or other officer (s) are likely to be injured by the officer's firearm discharge, directly or indirectly.
2. Firing Warning Shots- Defined as discharging any firearm into the air or ground (i.e., "warning shots") in an attempt to cause a fleeing suspect to stop or surrender.
3. From or in a moving vehicle.
4. Firing into a building or occupied structure from an external location.
5. Officers shall not use deadly force solely to protect or preserve personal property.
6. Carelessness, horseplay, or disregard for the safety of others.

School Safety Officer (SSO) Data Reporting

Incident Reporting System

1. The Executive Administrator for School Safety shall establish processes for incident reporting.
2. For each complaint or request for service received, an SSO shall complete an incident report. An incident report shall be completed for cases involving:
 - a. A criminal event;
 - b. All arrests, including physical arrests and citations;
 - c. Felony or misdemeanor offenses;
 - d. Incidents as directed by a supervisor; or
 - e. Incidents that, by their nature, require investigation and documentation.
3. Incident reports shall be the permanent method of documenting required information. However, other forms of documentation may be used during the field reporting process. These forms include, but are not limited to: Uniform Citations; warning forms; voluntary statement forms; and domestic abuse rights forms.
4. Reports and forms completed in the field shall be completed by the end of an SSO's shift. Event notes, field contacts, incident reports, and forms must be complete, accurate, and thorough. If an officer finds an error in a field report or form after submittal, then a supplemental report shall be completed correcting the error.
5. Information required in incident reports shall include the following when applicable: incident number, day, date, and time of initial reporting, day, date, and time of occurrence, name and identifiers of reporting party; District affiliation of the person or persons involved; victim or complainant; involvement of weapons, alcohol, or drugs; vehicle descriptors; property descriptions and dispositions; names and identifiers of suspects/offenders and witnesses; use of force; narrative description of the incident and any action taken; and name and identifiers of assigned officer and reviewing supervisor.
 - a. Information required in arrest citation reports shall include the additional information: probable cause statement; aliases used; physical descriptions of the suspect; offenses charged; warrant descriptors; and employer identifiers.
 - b. Information required in other reports shall be prescribed by Board policy, procedures of the Office of School Safety, state statutes and Kentucky Administrative Regulations.
6. Copies of incident and arrest citation reports shall be forwarded to the principal and the Executive Administrator of School Safety for storage, data collection and analysis. The Executive Administrator for School Safety shall be responsible for ensuring that the District

complies with all data collection and reporting requirements regarding incidents involving SSOs under state statute, Kentucky Administrative Regulation, and Board policy.

7. If an incident involving an SSO, including an incident that results in an arrest, requires that documentation be entered in Infinite Campus because it is a violation of the Student Support and Intervention Handbook (SSBIH), the principal/designee is responsible for entering the required data in Infinite Campus.