

**Jefferson County Public Schools  
School Safety Officer (SSO)  
Standard Operating Procedures Manual  
Draft of Select Sections  
Equipment, Weapons, & Data Reporting  
01/30/2020**

## **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 as defined in KRS 508.080.
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. The holster shall be worn under a jacket or other clothing.
- ~~8.~~ In the event that a weapon is unholstered, the Executive Administrator for School Safety/Security and Investigations and principal 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 SSO shall complete an incident report in every instance of the followings shall be completed for cases involving:~~
  - ~~a. A complaint or request for service received;~~
  - ~~a-b. A criminal event;~~
  - ~~c. The issuance of a citation;~~
  - ~~b-d. An arrest. All arrests, including both a physical arrests to another location and an arrest that results in the issuance of a citations and release;~~
  - ~~e-e. A felony or misdemeanor offenses as defined in KRS 500.080;~~
  - ~~d-f. An incidents as directed by a supervisor; or~~
  - ~~e-g. An incidents that, by its their nature, requires 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. All records shall be preserved, including the original documentation before correction, to ensure that changes are done appropriately.
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.

~~6.7.~~ Copies of incident and arrest citation reports shall also be forwarded by the Executive Administrator of School Safety to the Board's General Counsel and made available for inspection by any member of Board within three business days of the incident.

~~7.8.~~ 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.