

**Jefferson County Public Schools  
School Safety Officer (SSO)  
Standard Operating Procedures Manual  
Draft of Select Sections  
Hiring, Training, and Arrests  
01/30/2020**

## **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 Executive Administrator of School Safety shall serve as the chair of the committee. The District Hiring Committee shall consist of, but not be 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 work of 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 and related scoring rubric 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. Responses to SSO-based scenarios
  - g-h. Other matters as determined by the Hiring Committee.
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 SSO Consultation School Hiring Committee.

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

1. The SSO ~~School~~ Consultation Committee will consist of the Executive Administrator of School Safety, and/or members of their staff, and principals of schools receiving an SSO-a School Safety Officer.
2. A principal of a school receiving an SSO shall consult with the school-based decision making council or advisory council regarding the qualities and attributes that should be considered when selecting an SSO candidate for their school.
- 2.3. The School Consultation Committee will conduct interviews with the slate of SSO candidates provided by the District Hiring Committee to match SSOs with schools.
- 3.4. 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. The SSO training plans shall establish the training schedule, consistent with KRS 158.441 and Board Policy 02.31, to ensure appropriate coverage and prioritization of training topics for new and experienced SSOs. 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. 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.



## Arrests by School Safety Officer (SSO) Arrests

### Juvenile Arrests in District Schools

1. The SSO may make an arrest or issue a citation in accordance with KRS 431.005, KRS 431.015, and other applicable statutes. The SSO will make the final determination whether to make an arrest of a juvenile in a District school, in consultation with the Executive Administrator of School Safety/designee.
2. If an SSO suspects a juvenile of an offense or violation as defined in KRS 500.080, the SSO may:
  - a. Issue a citation to the juvenile and release them. Student receives a citation. Citation and is released to a parent/guardian; or
  - b. Arrest. Physically arrest the juvenile and:
    - i. Take them into custody, and Student is physically arrested and taken into custody. Physical arrest to a location determined by the Court Designated Worker (CDW), or
    - ii. Issue a citation and release them to a parent/guardian.
3. In the event of an physical 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. An SSO or Office of School Safety staff shall make contact with a parent/guardian of a District student under the age of 18 when the following conditions exist:
  - a. The student receives a citation;
  - b. The student is arrested, and either receives a citation or is taken into custody;
  - c. The student is a suspect and is being interviewed;
  - d. The Student has been given their Miranda rights;
  - e. The student is a witness and may be subpoenaed to testify; or
  - f. The student is the victim of a crime.
5. An SSO or Office of School Safety staff shall not make contact with a parent/guardian of a District student under the age of 18 if the parent/guardian is suspected of having committed a crime against the student.
6. Juveniles between 12-17 years of age can either receive a citation and be released to a parent/guardian or be physically-arrested and taken into custody. A juvenile who is physically-arrested for a violent felony shall be transported to a location designated by the CDW; a juvenile who is physically-arrested for a misdemeanor or felony property crime shall be transported to Safe Place. 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 misdemeanor and felony property crimes.~~

3.7. The local juvenile court system discourages the arrest of a juvenile under the age of 11 for offense other the “most egregious crimes” (e.g. homicide). Arrests for Juveniles under 12 years of age shall occur within the following parameters:

- a. ~~The juvenile shall~~ Juveniles under 12 years of age must receive a citation and be released to parent/guardian, unless the SSO is otherwise directed to take a child into custody by a person authorized by law to make such a determination.
- b. If ~~the a juvenile under the age of 12 years of age~~ poses an imminent threat of substantial physical harm to self or others, Safe Crisis Management restraint techniques shall be used.
- c. The use of handcuffs is prohibited.
- ~~a.d.~~ The SSO will consult with the Executive Administrator of School Safety before making an arrestarresting a juvenile under the age of 12.

### **~~Physical~~ Arrest Criteria**

1. ~~Physical a~~ Arrest criteria for SSOs include:

- a. ~~The individual poses suspect is~~ an imminent ~~danger~~ threat of substantial physical harm to self or others. An SSO should consider appropriate interventions other than physical arrest in an instance when an individual is an imminent threat danger to self or others due to a mental health condition or disability;
- ~~b.a.~~ An SSO has issued a citation to a student with the intent of releasing them to their parent /guardian, but ~~T~~the parent/guardian is unable or unwilling to come to the school to pick up the student or and the school is unable to hold the student until a responsible adult can be contacted.
- ~~e.b.~~ 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, as defined in Kentucky law.
- ~~d.c.~~ An egregious felony has occurred, including, but not limited to, Rape or Homicide, as defined in Kentucky law. with the arrest occurring in conjunction with local police agencies with jurisdiction.
- e. A misdemeanor incident, as defined in Kentucky law, 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.~~

~~2. 3-~~ The SSO will consult with ~~contact~~ the Executive Administrator of School Safety/designee and the principal in all cases regarding physical-an arrest.



### **Felony Arrests ~~Criteria~~**

1. ~~An SSO shall make a felony~~ Felony-arrest ~~whenever criteria for SSOs include: An an~~ investigation establishes probable cause of a felony; and
  - a. The victim or victim's parent/guardian state a desire to prosecute and the SSO deems the violation to be a felony; or
  - b. 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.~~
2. In the event of a felony arrest of a juvenile, the SSO will contact the CDW to receive a decision regarding detention of the juvenile or releasing the juvenile to a parent/guardian. Felony arrests with a citation to release to parent/guardian or filing a juvenile complaint are preferred.
3. The SSO will consult with ~~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 Student Support & Behavior Intervention Handbook (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" 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 and citations, including citations and physical arrests, will be documented in accordance with SSO Data Reporting Requirements identified in Board Policy 02.31, the SSO Standard Operating Procedures Manual, and the requirements set forth in Kentucky statute and administrative regulation.
- ~~2. Monthly reports regarding all arrests and citations, 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~~ Monthly reports of arrest data, including citation and physical arrest data, will be supplied to the Board ~~members on a regular basis.~~

4.2. Aggregate data regarding citations, arrests, and other incidents involving an SSO shall be provided monthly to the SSO Community Data Review Team established in the Data Reporting Section of the SOP Manual.



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**Draft of Select Sections**  
**Equipment, Weapons, & Data Reporting**  
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## **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.

- ~~0.1.~~ Badges will be displayed on the outermost garment over the left breast;
- ~~0.2.~~ Boots will be cleaned and polished, and free of holes and rips; and
- ~~0.3.~~ 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 two (2) ~~three (3)~~ fully-loaded magazines;

5. Radios and holders;
6. District-issued ~~mobile~~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 ~~two (2) 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~~An SSO shall not discharge a firearm:

1. When ~~an officer believes there to be a reasonable possibility 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. ~~As a warning shot, Firing Warning Shots Defined as discharging any firearm firing~~ 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. ~~Into 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. ~~As a result of~~ Carelessness, horseplay, or disregard for the safety of others.

An officer who discharges a firearm in a manner that is prohibited is subject to disciplinary action.

## **School Safety Officer (SSO) Data Reporting**

### **Incident Reporting System**

1. The Executive Administrator for School Safety shall establish processes for incident reporting.
2. An SSO shall complete an incident report in every instance of the following:
  - a. A complaint or request for service received;
  - b. A criminal event;
  - c. The issuance of a citation;
  - d. An arrest, including both a physical arrest to another location and an arrest that results in the issuance of a citation and release;
  - e. A felony or misdemeanor offense as defined in KRS 500.080;
  - f. An incident as directed by a supervisor; or
  - g. An incident that, by its 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 a complete and accurate record is retained ~~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.
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.
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.
- 8.9. The Executive Administrator of School Safety shall establish an SSO Community Data Review Team, which shall meet at least quarterly to review and analyze aggregate data regarding incidents reported by SSOs and make recommendations to the District regarding the SSO program. The Community Data Review Team shall include individuals with knowledge and expertise regarding data analysis, violence prevention, justice-involved youth, racial equity in the school setting, and other pertinent matters.