

Jefferson County Public Schools School Safety Officer (SSO) Standard Operating Procedures Manual

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School Safety Officer (SSO) Hiring

Posting of Position

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

SSO Hiring Protocol Team - Development of Interview Questions and Rubrics

1. The Chief Operations Officer/designee will convene appropriate District staff members as an ad hoc SSO Hiring Protocol Team to develop and implement the process for hiring SSOs. The Executive Administrator of Security and Investigations shall serve as the chair of the committee. The SSO Hiring Protocol Team shall consist of, but not be limited to, members of the following District divisions or departments: Culture and Climate; Diversity, Equity and Poverty; Exceptional Child Education; Human Resources; and Security and Investigations. In addition, one or more individuals with recent experience as a District school principal shall be invited to join the SSO Hiring Protocol Team.
2. The SSO Hiring Protocol Team 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 the 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 consistent with Board Policy 02.31
 - g. Responses to SSO-based scenarios
 - h. Other matters as determined by the Hiring Protocol Team.
4. The SSO Hiring Protocol Team shall make recommendations regarding recruitment strategies to ensure a racially and ethnically diverse applicant pool.

SSO Screening of Applicants

1. Upon the closing of a posted job vacancy, the Executive Administrator of Security and Investigations shall convene appropriate District staff members as an ad hoc SSO Screening Committee to review the applications of qualified candidates and select candidates for initial interviews. The Executive Administrator of Security and Investigations/designee shall serve as the chair of the committee. The SSO Screening Committee shall consist of, but not be limited to, members of the following District divisions or departments: Culture and Climate; Diversity, Equity and Poverty; Exceptional Child Education; Human Resources; and Security and Investigations.

2. The SSO Screening Committee will review all applications for SSO vacancies and develop a list of candidates to undergo initial screenings and interviews.
3. The SSO Screening Committee will conduct initial screenings and interviews to develop a slate of candidates to be reviewed by the Executive Administrator of Security and Investigations, who shall make hiring recommendations to the Superintendent. At their discretion, the Executive Administrator of Security and Investigations may consult with appropriate District staff when developing final hiring recommendations.

School Safety Officer (SSO) Training

Domain of Responsibility

The primary domain of activity for an SSO is outside the school building, except when called to respond to an incident or emergency by the principal or District administrator. An SSO shall work to develop strong working collaborative relationships with principals; other school administrators; and with School Safety Administrators, whose primary domain of activity is within school buildings.

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 prevent an SSO from completing required training within the required time period, the Executive Administrator of Security and Investigations 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 of Security and Investigations will establish a School Safety Officer Training Team (“SSO Training Team”) to develop SSO training plans for new officers and experienced officers. Members of the SSO Training Team will include individuals from the following District divisions and departments: Culture and Climate; Diversity, Equity, and Poverty; Exceptional Child Education; Human Resources; and Security and Investigations.
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 of Security and Investigations will make every effort to schedule training during non-student attendance days, with the exception of Parent Teacher Conference Day.

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

Detention or Arrest of Students by a School Safety Officer (SSO)

Juvenile Detention in District Schools

1. An SSO may take a juvenile into custody or issue a citation in accordance with KRS 610.190, KRS 610.200 (for juveniles) and KRS 431.005, KRS 431.015 (for adults), and other applicable statutes. An SSO will make the final determination whether to detain a juvenile in a District school or on school property, in consultation with the Executive Administrator of Security and Investigations/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 to a parent/guardian; or
 - b. Detain the juvenile and:
 - i. Take them 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 the juvenile is detained, 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 Security and Investigations 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 detained, and receives a citation;
 - c. The student is a suspect and is being or may be 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 Security and Investigations 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. A juvenile between twelve (12) and seventeen (17) years of age can either receive a citation and be released to a parent/guardian or be taken into custody. A juvenile who is detained for a violent felony shall be transported to a location designated by the CDW; a juvenile who is detained for a misdemeanor or felony property crime shall be released to a parent/guardian or responsible adult.

7. The local juvenile court system discourages detaining a juvenile under the age of eleven (11) for offenses other than the “most egregious crimes” (e.g. homicide). Detaining a juvenile under twelve (12) years of age shall occur within the following parameters:
 - a. The juvenile shall 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 juvenile 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.
 - d. The SSO will consult with the Executive Administrator of Security and Investigations/designee before detaining a juvenile.

Criteria for Detaining a Student under the Age of Eighteen (18) under KRS 610.190 or Arresting an Adult Student

1. Criteria for detaining a juvenile student or arresting an adult student by SSOs include:
 - a. The individual poses an imminent threat of substantial physical harm to self or others. An SSO should consider appropriate interventions other than physical detention or arrest.
 - b. An SSO has issued a citation to a student with the intent of releasing them to their parent /guardian, but the parent/guardian is unable or unwilling to come to the school to pick up the student or 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, as defined in Kentucky law.
 - d. An egregious felony has occurred, including, but not limited to, Rape or Homicide, as defined in Kentucky law, with the detention or 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 detention or arrest is necessary and appropriate.

The SSO will consult with the Executive Administrator of Security and Investigations/designee and the principal in all cases regarding students being taken into custody or arrested.

Felony Detention or Arrest

1. An SSO shall make a felony detention of a juvenile student or arrest of an adult student when an investigation establishes probable cause of a felony including when:

- a. The victim or victim's parent/guardian states 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. In the event of a felony detention of a juvenile, the SSO will contact the Court Designated Worker (CDW) to receive a decision regarding detention of the juvenile or releasing the juvenile to a parent/guardian. Felony detention with a citation to release to parent/guardian or filing a juvenile complaint is preferred.
3. The SSO will consult with the Executive Administrator of Security and Investigations /designee and the principal in all cases regarding a felony detention or arrest.

Taking a Student into Custody or Arresting a Student 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 and Behavior Intervention Handbook (SSBIH). In most instances, the response to a student violation of the SSBIH does not include any participation of an 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 of Security and Investigations/designee will be contacted and consulted in any citation, detention, or arrest for a violation of the SSBIH, as outlined in the detention or arrest criteria above. *See the SSBIH for a list of law-related behavior violations.*

Documentation and Reporting of Citations, Detentions, and Arrests

1. All detentions, arrests, and citations will be documented in accordance with SSO Data Reporting Requirements specified in Board Policy 02.31, the SSO Standard Operating Procedures Manual, and the requirements set forth in Kentucky statutes and administrative regulations.
2. Monthly reports regarding all detentions, arrests, and citations will be provided by the Executive Administrator of Security and Investigations to the Superintendent; Chief of Operations; Chief of Diversity, Equity, and Poverty; Chief of Exceptional Child Education; Chief of Accountability, Research & Systems Improvement; Chief of Schools; Level/Zone Assistant Superintendents; and the Assistant Superintendent of Culture and Climate. Monthly reports of detention and arrest data, including citation and physical detention and arrest data, will be supplied to the Board.
3. Aggregate data regarding citations, detentions, and 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.

School Safety Officer (SSO) Equipment

Wearing the School Safety Officer Uniform

The Executive Administrator of Security and Investigations 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 Security and Investigations.
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

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.

1. Badges will be displayed on the outermost garment over the left breast;
2. Boots will be cleaned and polished, and free of holes and rips; and
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 of Security and Investigations issued by the District.

Uniform Specifications- Duty Equipment

The Duty Equipment issued to an SSO shall be determined by the Executive Administrator of Security and Investigations, 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) fully-loaded magazines;
5. Radios and holders;
6. District-issued mobile phone;
7. One pair of exam gloves;
8. Issued baton and holder;
9. School keys;
10. Body armor (optional); and
11. Body camera

Uniform Specifications- Nametags

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) 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 unnecessarily displaying 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 in a school or on school property, the Executive Administrator of Security and Investigations and principal must be notified and appropriate documentation recorded.

Firearms- Prohibited Uses

An SSO shall not discharge a firearm:

1. When an officer believes there to be a reasonable possibility that an innocent bystander(s) or other officer(s) are likely to be injured by the officer's firearm discharge, directly or indirectly;
2. When a suspect is fleeing, unless the suspect poses an imminent risk to others;
3. From or in a moving vehicle;
4. Into a building or occupied structure from an external location;
5. Solely to protect or preserve personal or District property; or
6. As a result of carelessness, horseplay, or disregard for the safety of others.

An officer who discharges or unholsters 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 Security and Investigations 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. A detention of a student under the age of eighteen (18) under KRS 610.190 for an offense for which a juvenile offender could be tried as an adult, including a physical detention to another location and a detention that results in the issuance of a citation and release;
 - e. An arrest of an adult student or other adult, including a physical arrest to another location and an arrest that results in the issuance of a citation and release;
 - f. A felony or misdemeanor offense as defined in KRS 500.080;
 - g. An incident as directed by a supervisor; or
 - h. 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.
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 detention and arrest citation reports shall include the following 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 Department of Security and Investigations, state statutes, and Kentucky Administrative Regulations.
6. Copies of incident, detention, and arrest citation reports shall be forwarded to the principal and the Executive Administrator of Security and Investigations for storage, data collection, and analysis. The Executive Administrator of Security and Investigations 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 Security and Investigations to the Board's General Counsel and made available for inspection upon request by any member of the Board within three business days of the incident.
8. If an incident involving an SSO, including an incident that results in a detention or 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.