

School Safety Program Operational Plan Checklist*

- Required School Safety Program trainings are planned as appropriate:
 - District administrator
 - School principal
 - Agency supervisor
 - Officer

- Introduction of the officer to staff, students, and general school community is scheduled by the school administrator.

- Quarterly School Safety Assessment and Prevention Team (SSAPT) meetings are scheduled by school administrator.

- Officer performance assessments are planned by school administrator twice a year.

- The operational plan is periodically reviewed by the SSAPT.

- Agency supervisor and school administrator are scheduled to meet at least once per semester.

- School administrator is scheduled to review officer's activity logs to determine progress made toward LRE instruction and monitor time off campus.

- Collaboration between the officer and school personnel on school-wide safety and prevention is planned.

- Officer is scheduled to implement Cohort LRE instruction according to requirements and needs identified by SSAPT's review and assessment of data.

- Officer is scheduled to implement Universal LRE instruction according to requirements and needs identified by SSAPT's review and assessment of data.

*Please note this is not an exhaustive list. For all program requirements, please refer to the School Safety Program Guidance Manual.