

## School Safety Program Requirements

District Administrator	Site Administrator
<ul style="list-style-type: none"> <li>Understand and support the role of the officer</li> </ul>	<ul style="list-style-type: none"> <li>Understand and support the role of the officer</li> </ul>
<ul style="list-style-type: none"> <li>Communicate program philosophy to schools in their district</li> </ul>	<ul style="list-style-type: none"> <li>Introduce the officer to staff and students and integrate into the school community</li> </ul>
<ul style="list-style-type: none"> <li>Attend to Service Agreement (SA, IGA, MOU)</li> </ul>	<ul style="list-style-type: none"> <li>Convene School Safety Assessment and Prevention Team (SSAPT)</li> </ul>
<ul style="list-style-type: none"> <li>Handle grants management</li> <li>Mid- and End-Year Program Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Directs the development and utilization of the Operational Plan</li> </ul>
<ul style="list-style-type: none"> <li>Maintain business communication with partnering agencies</li> </ul>	<ul style="list-style-type: none"> <li>Help the officer identify appropriate LRE topics, based on need identified by data and facilitate opportunities for classroom instruction</li> </ul>
<ul style="list-style-type: none"> <li>Remain in communication with the Site Administrator to ensure requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate collaboration between officer and other school personnel on school-wide safety and prevention strategies</li> </ul>
<ul style="list-style-type: none"> <li>Attend required yearly training</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with partnering law enforcement or juvenile probation agency</li> </ul>
	<ul style="list-style-type: none"> <li>Meet with officer's supervisor <i>at least two</i> times per year (once per semester) to develop partnership</li> </ul>
	<ul style="list-style-type: none"> <li>Provide access to appropriate educational records and data to officer in accordance with FERPA</li> </ul>
	<ul style="list-style-type: none"> <li>Attend required yearly training</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct Officer Performance Assessment twice a year and share with Agency Supervisor</li> </ul>
Officer	Agency Supervisor
<ul style="list-style-type: none"> <li>Co-develop procedures with school administration for ongoing communication to ensure timely and uniform reporting of criminal activities</li> </ul>	<ul style="list-style-type: none"> <li>Understand and support the role of the officer</li> </ul>
<ul style="list-style-type: none"> <li>Participate in School Safety Assessment and Prevention Team (SSAPT) meetings</li> </ul>	<ul style="list-style-type: none"> <li>Provide supervision and support to officer's program activities</li> </ul>
<ul style="list-style-type: none"> <li>Utilize data from SSAPT meetings and the Operational Plan to drive the content of Law Related Education (LRE) and identify the target groups</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate and coordinate with school and district administration</li> <li>Provides date of training attended, sends information to complete report to Dist Admin</li> </ul>
<ul style="list-style-type: none"> <li>Provide a minimum of 180 hours of Law-Related Education (LRE) per year</li> </ul>	<ul style="list-style-type: none"> <li>Educate agency personnel on the philosophy and operation of the School Safety Program</li> </ul>
<ul style="list-style-type: none"> <li>Collaborate with classroom teachers to integrate LRE into their curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Conduct ongoing site visits to schools under their supervision</li> </ul>
<ul style="list-style-type: none"> <li>Remain visible and accessible during school hours – participate in “all hands on deck” activities</li> </ul>	<ul style="list-style-type: none"> <li>Review activity logs and performance evaluations</li> </ul>
<ul style="list-style-type: none"> <li>Complete and submit Weekly Activity Log to Site Administrator and Agency Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Meet with the school administrator <i>at least two</i> times per year (once per semester) to develop partnership</li> </ul>
<ul style="list-style-type: none"> <li>Participate in assessment meetings with the Site Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Ensures officer continuity over the three-year grant cycle to the best of their ability</li> </ul>
<ul style="list-style-type: none"> <li>Commit to staying at site for 3 years</li> </ul>	<ul style="list-style-type: none"> <li>Attend required yearly training</li> </ul>
<ul style="list-style-type: none"> <li>Attend required yearly training</li> </ul>	