

Administrative Regulation

Personnel – Certified/Non-Certified

ARMED SECURITY OFFICERS

The Regional School District No. 10 Board of Education (“the Board”) authorizes the placement of Armed Security Officers (“ASO”) in each of its school buildings during times that the Superintendent of Schools deems necessary in order to provide for the safety and security of students and school personnel.

The Armed Security Officer (“ASO”) is an employee of the Board and shall support the school administration and staff in maintaining a safe and positive school environment. The ASO reports to the designated School Resource Officer (“SRO”) and ultimately to the Superintendent. At the discretion of the Board, each ASO is authorized to carry a firearm in the performance of their duties, consistent with State and Federal Law and Board policy.

ASO's are visible and active figures at the school to which they are assigned and shall be charged with taking steps to safeguard and protect the school community and school property. ASO's shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property and act when students, visitors, and staff are placed in eminent life threatening danger. The specific qualifications, duties and responsibilities for the position of ASO shall be forth in the ASO job description, as may be amended from time to time in the discretion of the Board, consistent with state and federal law and Board policy.

The Superintendent has adopted these administrative regulations to implement Board Policy concerning said ASOs, including any regulations governing the storage of weapons and equipment. In addition, the Board may enter into agreements with the member towns, as permitted by Connecticut General Statutes §10-233m, with respect to the employment and utilization of SROs to augment the security of the schools and to assist in the implementation of the ASO program.

ASO Purpose and Supervision

An ASO shall support the school administration and staff in promoting a safe, secure, and positive school environment. Any ASO employed by the Board is a visible and active figure at the school to which he/she is assigned, and shall be charged with safeguarding and protecting students, the school community and school property.

An ASO shall report directly to the Superintendent; and shall be subject to the general supervision and guidance by school administration at each school where assigned, as it relates to daily basic school security and safety issues.

With respect to training and weapons issues, the ASO shall be under the supervision of the Burlington Police Department through the SRO assigned to the schools.

NOTE: These regulations may be revised whenever the Town of Harwinton employs an SRO.

Weapon usage and handling

The Board shall assign each ASO all such necessary weapons for use, along with any other necessary equipment for the performance of his/her duties. Such weapons and equipment are the property of Regional School District No. 10 and shall only be used by the ASO in the performance of his/her duties. In the absence of any express waiver by the District or the SRO, the ASO may only use those weapons assigned to him/her in the performance of his/her duties. Upon cessation of employment as ASO, the ASO shall promptly return any such weapons (and other Board issued property) to the Board.

ASOs shall carry, display, handle and use their firearms and other weapons in strict compliance with the law, and under the direction of the Burlington Police Department through the SRO assigned to the schools. The ASO's weapon shall be carried in an appropriate and safe manner while on duty or in uniform.

ASOs shall meet all qualifications to carry, handle and use firearms as set forth in state law, including the obtaining and maintaining of any necessary permits, licensure and training. Failure to obtain or maintain such permits, licensure and/or training will immediately disqualify an ASO from employment.

ASOs shall only use force, including deadly force, consistent with state law, under the supervision and direction of the Police Department through the SRO. All ASOs are expected to be familiar with applicable laws and regulations governing the carrying and use of firearms, including the use of force. Unless permitted by law, and mandated by the need to use force to protect students and the District, ASOs shall not fire their weapons. Any use of force will be promptly reported to the Superintendent.

The SRO will develop protocols for the storage of weapons. Such protocols may include the following options: a) storage of weapons with the Police Department (or other designated law enforcement agency), and b) storage of weapons by the ASO, with the ASO bringing to work and leaving with his/her issued weapons.

Qualifications for ASOs

In order to be employed as an ASO, an individual must maintain the following minimum qualifications.

- Must have excellent integrity and demonstrate good moral character and initiative;

- Must have at least fifteen years prior experience as a sworn law enforcement officer with an organized local police department or the Division of State Police within the Department of Emergency Services and Public Protection, and provide positive references from each prior employer served in a law enforcement capacity;
- Must have been certified by the Police Officer Standards and Training Council while serving as a sworn law enforcement officer, and must have retired or separated in good standing from an organized local police department or the Division of State Police as required by Connecticut General Statutes §10-244a;
- Consistent with the law, must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer. Each ASO will, prior to employment, meet with the School District's designated psychologist. Once approved for employment, each ASO will meet, at least once per year with the School District's designated psychologist. The psychologist will recommend (continued) employment as an ASO;
- If the candidate has prior service with the military, the candidate must have received an honorable discharge;
- Must hold and maintain a valid driver's license with no significant traffic infractions and the ability to provide his/her own transportation;
- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete an annual firearms training provided by the Burlington Police Department or a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council, as well as any other training required by law or Board policy;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms or other weapons, on school property;
- Must participate in and pass a full background investigation which may be required by the Board or by state or federal law;
- An individual must be able to perform each essential function satisfactorily with or without reasonable accommodations. The requirements below are representative of the knowledge, skill, and ability required. An individual may be required to submit to fitness for duty examinations at least annually, or as may be necessary, in accordance with the law in order to determine his/her ability to perform the essential functions of the position. Consistent with the law, an individual must be

able to meeting those physical and mental demands as set forth in the job description.

- Must meet all requirements for an armed school security officer pursuant to Connecticut law, as amended from time to time, and/or must meet all requirements of a qualified retired law enforcement officer pursuant to 18 U.S.C. §926C, as amended from time to time.

Essential Functions/duties

Subject to the provisions of any applicable federal, Connecticut State, and town laws, and additional District/Board policies and procedures, the essential duties and functions of ASOs shall be as follows

- Engage in the detection and/or prevention of any unauthorized activity on or around school grounds, including, but not limited to, the unlawful intrusion or entry on school property from eminent life threatening dangers
- Monitor access of building and grounds (when applicable), make routine checks of exterior doors to ensure they are closed and locked, at appropriate times, and take steps to deter or prevent entry by unauthorized persons on school property;
- Patrol halls and make routine checks of classroom doors to ensure that they are locked, at appropriate times (lock down);
- Respond to situations which may jeopardize the welfare of students or staff in accordance with all applicable federal and/or Connecticut laws and Board policy;
- Use physical force in accordance with state law and regulation, and Board policy;
- Abide by all Board Policies and Regulations;
- Monitor parking lots during arrival at and dismissal from school;
- Identify and report any hazardous condition to school administrators or other appropriate staff members;
- When applicable, and within the training and expertise of the ASO, assist school nurse and administrators with medical emergencies;
- As requested by the administration, assist in the development and implementation of plans and strategies to prevent and/or to minimize dangerous situations on school grounds;

- Act as liaison and make notification to appropriate public safety or EMS first responders in routine, emergency or high risk situations as directed by the administration;
- Participate in professional development and training deemed necessary by the school administration;
- Store firearm, ammunition, equipment, or other weapons, safely and in accordance with all applicable Board policy and federal and/or Connecticut laws;
- Meet and greet students, staff, and public respectfully and courteously;
- Identify and address unauthorized persons who pose eminent life threatening danger and take appropriate action with respect to such persons, if necessary;
- Carry any legally prescribed identification card at all times while on school property;
- Call police/law enforcement officials for assistance as needed;
- At all times while on school property, wear such distinctive uniform and or insignia as may be designated by the Board for identification purposes; and
- Perform other duties as assigned by the Superintendent of Schools and/or the building administration.

ASOs shall have the authority to question students or visitors accused of unlawful activity and/or violations of Board policy in school or on school grounds if a building administrator/SRO is not readily available during a situation that may pose a direct threat to students, visitors and/or staff.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. An ASO must also perform other related tasks as assigned by the Superintendent.

Prohibitions

ASOs shall not take any action that interferes with the responsibilities of the school administration. ASOs shall have no role in taking disciplinary action against any students or staff. ASOs shall not access education record information except as permitted by Board policy concerning the confidentiality of education records, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and applicable state law.

LEGAL REFERENCES:

Connecticut General Statutes §10-244a

Connecticut General Statutes §7-294x

Connecticut General Statutes §53a-217b

Connecticut General Statutes §10-233m

Connecticut General Statutes §10-244a

Policy Adopted: September 10, 2018