School Security Officer
POLICY & PROCEDURES MANUAL
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SECTION 1

GENERAL INFORMATION 1.000

1.1 SCHOOL SECURITY OFFICER DEFINITION & BASIC FUNCTION

Perform a variety of complex, basic duties requiring good communication skills, including assisting others in the workplace; patrol and monitor an assigned school campus or District property; maintain order, safety and security; assure student compliance with school and District policies and regulations.

1.2 DISTINGUISHING CHARACTERISTICS AMONG RELATED JOB CLASSES

A School Security Officer I is responsible for securing and patrolling a school or other District property in order to prevent or report violations of laws, rules, or safe practices. The SSO-I is distinguished from the SSO-II in that the higher level SSO-II position requires more education and experience, performs more difficult and complex duties, provides work direction to assigned staff, and is required to demonstrate validated test skills at a higher proficiency. The SSO-I performs basic and complex duties under the direction of an SSO-II.

A School Security Officer II is responsible for securing and patrolling a school or other District property in order to prevent or report violations of laws, rules, or safe practices. Additionally, the SSO-II provides work direction to any SSO-I assigned to be under their direction. The SSO-II performs a variety of proficient, prescribed duties, including providing work direction to assigned staff. The SSO-II is distinguished from the SSO-I in that it requires more education and experience, performs more difficult and complex duties, provides work direction to assigned staff, and is required to demonstrate validated test skills at a higher proficiency.

An OSPD Dispatcher is responsible for answering non-emergency calls for police services, monitoring the various surveillance camera systems in place at District sites, actively monitor the police communication radio channel(s), and communicates with police personnel as well as school and security staff as needed or directed.

A Police Officer performs police work in the protection of District property; the apprehension of suspects; and prevents, controls, and investigates crimes against District facilities, personnel, or students. A Police Officer assists Sergeants in the supervision of SSOs.
A **Sergeant of Police** provides field supervision to School Police Officers, School Security Officers and Dispatchers. Sergeants manage the day to day field operations of the Department. Sergeants may perform administrative functions; evaluate work, recommend discipline, and respond to calls and incidents.

The **Chief of Police** is the department head. The Chief Supervises and evaluates the work of all members of the Department. The Chief manages the overall operation of the police department. He writes, revises, and implements policies and procedures. He sets department direction, mission and vision. The Chief makes hiring decisions, and issues or recommends discipline.

### 1.3 **SSO-I & SSO-II CLASS QUALIFICATIONS AND DESCRIPTIONS**

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principal job elements of both SSO-I and SSO-II job classifications.

The official detailed position descriptions for both specified job classifications are maintained by the District’s Human Resources Department.

**E = Essential Functions**

Perform a variety of complex, basic duties requiring good communication skills, including assisting others in the workplace; patrol and monitor an assigned school campus; maintain order, safety and security; assure student compliance with school and District policies and regulations. 

Unlock doors and school facilities; monitor lunch areas, walkways, restrooms and parking lots; observe students during passing periods between classes, lunch and break periods; and assure timely return of students to class.

Respond to calls regarding classroom disturbances, behavior problems or related situations; escort students to office for disciplinary action; and prepare incident reports.

Utilize good communication skills to prevent student conflicts and fights according to established guidelines and intervene as necessary; advise students of consequences if rules are violated.
Enforce school and District rules, regulations and policies for the safety and security of students, staff and property; report unusual activities or unauthorized persons on campus to appropriate personnel. E

Prevent illegal parking and loitering on school grounds according to established procedures; check vehicles for appropriate parking stickers. E

Assist in the investigation of illegal activities; search backpacks, cars and lockers for alcohol, weapons, drugs, drug paraphernalia and related items according to established procedures and district policies. E

Maintain positive relationships with students, parents, staff, and community; communicate with students and staff to provide and receive information regarding school activities. E

Operate a two-way radio to communicate with school office and other security personnel. E

Administer first aid as necessary; prepare related reports. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high school and three years of relevant experience. The SSO-II is distinguished from the SSO-I in this area by requiring five years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility shall include fingerprints, Tuberculosis and/or other employment clearance.

KNOWLEDGE OF:

1. Complex, basic methods of individual and group supervision
2. Requirements to maintain a school environment in a safe and orderly condition
3. Attitudes, interests and emotional development of adolescents and teenagers
4. Good communication and interpersonal skills using tact, patience and courtesy
5. District policies regarding student discipline, health, safety and other procedures

6. First aid techniques

ABILITY TO:

1. Perform a variety of complex, basic duties involving individual and group supervision

2. Patrol and monitor an assigned campus to maintain order and security

3. Assure student compliance with school and District policies and regulations.

4. Learn, interpret, apply, and explain laws, rules and regulations

5. Observe situations and accurately determine an effective course of action

6. Operate a two-way radio

7. Communicate clearly with students, staff and others

8. Understand and follow oral and written directions and work cooperatively with others

9. Meet schedules and time lines and maintain a safe and orderly environment

10. Maintain complex, basic records

11. Administer first aid

12. Complete work accurately and as directed with many interruptions

ENVIRONMENT:

District owned properties to include indoor and outdoor environment; constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person, on the telephone and two-way radio; seeing to read a variety of documents; reaching overhead, above the shoulders or horizontally, or bending at the waist; dexterity of hands and fingers to work with students; standing for extended periods of time; walking and running; climbing stairs; lifting heavy objects.

1.4 SCHOOL SECURITY OFFICER POLICY & PROCEDURES MANUAL

The School Security Officer Policy & Procedures Manual was designed as an instrument to define and assist School Security Officers in adhering to policies, procedures, and
standards of the Oakland School Police Department and the Oakland Unified School District (OUSD). All School Security Officers of the Oakland School Police Department are hereby directed to conform to the rules and regulations contained herein. Ignorance of the written policies set forth herein shall not be considered as an excuse for failure to act in conformity with Department policies and procedures and OUSD Administrative Regulations. Administrative Regulation 4218 – PERSONNEL remains in effect and supplements this manual.

1.5 VALIDITY OF MANUAL CONTENT

Any statement in this Manual found to be illegal, incorrect, erroneous, or inapplicable shall not affect the validity of the remaining content. All previously issued versions of SSO policy and procedure manuals shall no longer be valid; excepted by an expressed written statement by the Chief of Police indicating its validity.

1.6 ISSUANCE OF AMENDMENTS (SPECIAL ORDERS)

Amendments to the School Security Officer Policy & Procedures Manual shall be issued as Special Orders. Special Orders, which have not yet been incorporated in the Manual, are to be considered an extension of the Manual. Special Orders shall be considered the same as written policy. The Chief of Police or his designee shall write, evaluate, issue, and approve all Special Orders.

1.7 AMENDMENT/SPECIAL ORDER PROCEDURE

Amendments to the School Security Officer Policy & Procedures Manual shall be made by the issuance of supplemental Special Orders that list the affected Manual sections.

Revised Manual pages shall be distributed periodically, incorporating Manual supplemental Special Orders.

1.8 PAGE DATE

Each page will be dated in the lower right hand corner of the page. This page date indicates the last publication/revision date of the Manual.

1.9 DEPARTMENT DIRECTIVES & OTHER PUBLICATIONS

All School Security Officers will be furnished a copy of the School Security Officer Manual. This Manual is School District property, and each employee will be held responsible for it and any amendments, including any training or procedural manual
listed in the appendix as an attachment. Each employee will be expected to return the Manual, upon termination of service with this Department.

1.10 **GRAMMATICAL CONSTRUCTION**

The content of the Manual shall be interpreted in accordance with the following grammatical rules:

1. The present tense shall also include the past and future.

2. The masculine gender also includes the feminine.

3. The singular also includes the plural. "Shall" is mandatory. "May" is permissive. "Should" reflects a recommendation.

1.11 **KNOWLEDGE OF SPECIAL ORDERS & MANUAL UPDATES**

Special Orders and Manual updates will be prepared and distributed on an as needed basis. However, it is the School Security Officer’s responsibility to obtain and review all policies and procedures. If the School Security Officer needs further clarification, he shall contact his Supervisor for direction.
SECTION 2
ADMINISTRATIVE PRINCIPLES 2.000

2.1 ORGANIZATION FOR COMMAND

Lines of control are established in conformity with the official organization of the Department to:

1. Permit delegation of authority.
2. Place responsibility.
3. Provide for supervision of operations.
4. Provide for coordination of effort.

2.2 CHAIN OF COMMAND

The chain of command shall be respected, in all matters. Information and communications shall move up, down, or across established channels. It shall be the responsibility of persons at each level of authority to forward information and communication to the next or lower level together with approval, disapproval, recommendation, or action taken. There shall be no “jumping” up the chain of command without going through the appropriate levels of supervision.

The simplified representation of the chain of command for an SSO is depicted as:

SSO-I → SSO-II → Site Administrator → Sgt. of Police/SSO Coordinator → Chief of Police
SECTION 3
PERSONAL CONDUCT AND RESPONSIBILITY 3.000

3.1 INCOMPETENCY/INEFFICIENCY OR DERELICTION OF DUTY

School Security Officers shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.

School Security Officers shall perform their duties in a manner which will tend to establish and maintain the highest standard of efficiency in carrying out the functions and objectives of the Department.

Incompetency/inattention to or dereliction of duty shall include, but not be limited to:

1. An unwillingness or inability to perform assigned tasks.
2. The failure to conform to work standards established for the employee's position.
3. Failure to take appropriate action (i.e., call School Police, Fire Department, etc.) on the occasion of crime, disorder, or other condition deserving attention.
4. Absence without leave.
5. Unnecessary or excessive absence from an assigned area during a tour of duty.
6. Appear to be sleeping or asleep while on duty.

3.2 HOURS OF DUTY

Regular hours of active duty shall be assigned to each School Security Officer. School Security Officers shall be considered off duty during other hours. The assigned hours shall not be changed or modified without expressed written approval by the Supervising School Security Officer (SSO-II), or SSO Supervisor - Sergeant of Police.

3.3 PUNCTUALITY

School Security Officers shall be punctual in reporting for duty at the time and place designated by his supervisor. Habitual failure to report promptly at the specified time shall be deemed neglect of duty.

3.4 PERSONAL INFORMATION

School Security Officers shall provide the Department with their correct residential address, telephone number, correct name, and the name of the person to be notified in case of an emergency. School Security Officers shall notify the Supervising School
Security Officer (SSO-II) or SSO Supervisor – Sergeant of Police of any change within 24 hours of such a change.

3.5 **CLEANLINESS & NEATNESS**

It shall be the duty of all School Security Officers to keep their person, clothing, uniforms and/or equipment, in a neat, clean and sanitary condition.

3.6 **GROOMING STANDARDS**

**Hair style (male):**

- A clean natural haircut that’s tapered so that it does not extend beyond or cover any part of the ear (putting your hair behind your ear is not acceptable). Hair must not touch the top of your uniform collar.
- Butch or military style haircuts are permitted.
- Exceptions will be made on a case by case basis for cultural or religious considerations.

**Hair style (female):**

- Females should keep their hair neatly combed in an easy to maintain style.
- Longer hair should be combed and held away from the face so that it will not fall forward or over the face while performing job duties.
- Exceptions will be made on a case by case basis for cultural or religious considerations.

**Facial Hair:**

- Mustaches are permitted but must be neat and well trimmed.
- Beards are permitted but must be trimmed and well kept.

**Fingernails:**

- Fingernails should be kept clean
- Fingernails should not exceed one-fourth of an inch beyond the fingertip.

**Makeup:**

- Makeup must present a clean, natural appearance and be in shades complimentary to your natural coloring.

**Jewelry:**
• Necklaces and chains will not be visible if worn.
• Small rings (a small ring is defined as the same size as a class ring), wedding bands, and conservative watches are permitted.

**NOTE:** For safety purposes, jewelry worn on the tongue, nose, eyebrow, etc. is not permitted.

### 3.7 **UNIFORMS**

A School Security Officer’s presence in his uniform is the first option of force used in any situation. To ensure that level of force is a benefit, School Security Officers must maintain a clean, neat, and professional appearance. A sloppy or unkempt appearance erodes the public confidence and view of the Department.

• Make sure your uniform is properly tailored. If you lose or gain weight, take your uniform in for tailoring – It is not the Department’s responsibility.
• Repair or replace any damaged equipment. Contact your supervisor with any uniform problems that may arise.
• Check your uniform for loose threads and debris. Check the pocket and button areas of your shirt and trousers for loose threads. Lint and other debris can be removed by lifting it with household tape.
• Polish and clean your footwear. Polish and clean your footwear whenever possible. When your footwear appears dirty, dust them off with a rag. Your footwear will probably need to be polished at least once a week.
• Wipe down your nylon or leather gear. Dust and dirt will collect on your utility belt. You can clean it using a damp cloth. Use a brush to clean the areas of your utility belt where dirt can accumulate.

**Wearing the Uniform:**

Unless otherwise directed by a supervisor, officers will wear the prescribed uniform of the Oakland Unified School District School Security Officer while on duty.

• Officers will present a neat, professional appearance at all times.
• Officers are responsible for the reasonable use, maintenance, and care of District uniform items. Any damaged or worn uniform should be reported to the Coordinator / SSO Supervisor – Sgt. of Police in charge for direction.
• Uniformed officers are to wear their cloth badges on their uniform shirt so that the badge is clearly visible at all times.
• To prevent unauthorized use of any identifiable department shoulder patches, cloth badges, etc., officers must remove them from any uniform items that are being disposed.
• When negligent, officers may be required to replace equipment at their own expense.
• Only the prescribed uniform is permitted to be worn.
• Officers will not affix unauthorized pins, medals, badges, buttons, or decoration to their uniform.
• Officers are forbidden to wear any part of the uniform that identifies them as an Oakland Unified School District School Security Officer while off duty, except to and from work.

Uniform and Equipment List:

The following is the list of standard equipment:

• 2 short sleeve polo shirts: “5.11 - Polo” brand, item # 71049-724, Navy Blue, School Security Officer Breast patch centered on left breast, Department patches on each sleeve, centered one-half inch below the shoulder seam.
• 2 trousers: “5.11 - TDU” brand, item # 74280-724, Navy Blue.
• 1 all weather jacket: “Fecheimer” brand, item # 59130WP, Navy Blue, School Security Officer breast patch centered on left breast, Department patches centered on each sleeve one-half inch below shoulder seam.
• 1 raincoat: Black color with hood.
• 1 security baseball cap, SSO patch in center.
• SSO patches, in a style issued by the department, to be supplied pre-affixed to uniform shirts and jackets.
• 1 safety vest, level 2, Navy or Black.
• 1 nylon utility belt, “Uncle Mike’s” or equivalent brand, Black,
• 1 handcuff case, Black nylon.
• 1 flashlight holder, Black nylon.
• 4 belt keepers, Black nylon.
• 1 pair of handcuffs, “Peerless” or similar style.
• OSPD may issue a suitable and similar alternative to the listed equipment items based on product availability.

The following equipment items are to be supplied by the SSO using the following guidelines:

• Pocket or wristwatch of conservative style.
• Pen or pencil.
• Notepad.
• Footwear. “Law Enforcement uniform” style boots or “Oxford” style shoes, Black.
• Socks. Black or White.
• Gloves. Black leather or nylon.
• Flashlight. “Maglight” style, up to 3 cells or smaller.

3.8 CONFIDENTIAL INFORMATION

School Security Officers may be exposed to or gain knowledge of a sensitive nature; therefore, all information as it relates to their position is considered confidential, and shall only be discussed with authorized personnel.

3.9 RELEASE OF INFORMATION TO NEWS MEDIA

Press information shall only be released by the District’s Media Relations Office, the Chief of Police, or authorized designee.

3.10 DISSEMINATION OF CRITICAL INFORMATION

Periodically, crimes or incidents occur on or near school campuses which make it desirable and necessary to alert surrounding schools of the problem. Providing information to adjoining schools will prepare them for potential trouble and possibly lead to identifying and apprehending suspects.

School Security Officers shall, as soon as reasonably possible, call an OSPD Sergeant or OSPD Dispatch with the pertinent details of the incident. The Sergeant or Dispatcher will then cause the schools in the area to be notified of the incident and deploy patrol coverage, as needed.

Gang fights, nearby shootings, lockdowns, demonstrations, sex crimes, including indecent exposures, would be representative of the types of incidents involved in this procedure. Any situation which might impact surrounding schools should be called in to the Sergeant or Dispatch.

School Security Officers should provide the Dispatcher with all the information available; however, they should not delay calling in partial information if obtaining full information would unnecessarily delay alerting the adjoining schools/sites.

3.11 PERSONAL USE OF DISTRICT PROPERTY

It is inappropriate for any SSO to commit for personal use any Board of Education property or equipment. This includes, but is not limited to, District supplies, equipment, machines, vehicles, telephones, petty cash, or District mail services.

Personal use is defined as any use of District property for any purpose other than the performance of the assigned duties of the SSO.
3.12 **CARE OF DISTRICT PROPERTY AND EQUIPMENT**

School Security Officers shall be responsible for the proper care, maintenance, and serviceable condition of any District property, issued or assigned to him/her. Loss of, damage to, or unserviceable condition of such property shall be reported immediately to the responsible supervisor.

3.13 **CARE OF IDENTIFICATION ITEMS**

School Security Officers shall be personally responsible for the items of identification issued to him by the Department (i.e., badge, identification card, etc.). A School Security Officer shall neither loan nor borrow such items. Loss of such items shall be immediately reported to the employee's supervisor and the appropriate police report filed.

3.14 **RETURN OF DISTRICT PROPERTY**

When a School Security Officer resigns or is separated from the Department for any reason, he shall return all District-issued property in his possession to his immediate supervisor.

3.15 **INJURY OR PROPERTY DAMAGE**

School Safety Officers shall promptly notify their immediate supervisor of any injury to any person or damage to real or personal property resulting from the execution of their official duties and responsibilities, this includes District property or personally owned property.

3.16 **RADIO USE & CODES**

Where available, School Security Officers will carry a hand-held radio at all times, in a proper radio holder. School Security Officers should only broadcast on the work site’s approved frequency in cases of emergency or when immediate assistance is needed regarding a major crime or incident. Radio codes shall be utilized when transmitting. Under stressful situations a radio code may not be remembered, and plain language is acceptable.

3.17 **PENAL CODES USED ON THE RADIO**

The following are commonly used penal codes:

- 187 Murder
- 207 Kidnapping
- 211 Robbery
- 242 Battery
245  Assault with deadly weapon
261  Rape
273a Child neglect
273d Child abuse
288  Sex crimes against children
311  Lewd literature
314  Indecent exposure
330  Gambling
374  Illegal dumping
415  Disturbance
415J Disturbance - juveniles
451  Arson
459  Burglary
484  Theft
487  Theft – grand
487(d) Grand Theft Auto
594  Vandalism
602  Trespassing
647F Person under the influence
653G  Loitering

3.18  “NINE” CODES USED ON THE RADIO:

901  Vehicle Collision
904  Message Received
905  Abandoned Auto
906  Person Breaking In
908  Out of Service
908A Out of Service, Meal
908B Out of Service, Restroom Break
908C Out of Service, Coffee Break
908D Out of Service, Off Duty
909  In Service
910  Prowler
912  Suspicious Person
913  Suicide
913A Suicide Attempt
914  Make a Phone Call
918  Person Screaming for Help
922  Drunk on Street
922B Drunk in Building
924  Go to your Office
926  Give your Location
928  Explosion
928P Possible Explosion (bomb threat)
929 Fire
933 Alarm
938 Cancel
940 Meet the Officer
940A Provide Cover for the Officer
940B Officer Needs Help
941 Citizen Holding a Prisoner
943 Fight
945 Ambulance Requested
949 Investigate Suspicious Occupants of a Vehicle
950 Investigative Report
955 Stray Animal
962 Meet the Citizen
970 Auto Improperly Parked
973 Traffic Control Post
975 Standby and Preserve the Peace

Code 1 Non Urgent Matter
Code 2 Urgent Matter
Code 3 Emergency
Code 4 No Further Assistance Required
Code 5 Alone Without any Cover Unit
Code 6 Responding from an Extended Distance
Code 7 An Armed, or Possibly Armed with a Weapon Individual
Code 33 Restrict the Use of the Radio Channel to Emergency Traffic Only

3.19 PHONETIC ALPHABET

A ...................... Adam  N ...................... Nora
B ...................... Boy  O ...................... Ocean
C ...................... Charles  P ...................... Paul
D ...................... David  Q ...................... Queen
E ...................... Edward  R ...................... Robert
F ...................... Frank  S ...................... Sam
G ...................... George  T ...................... Tom
H ...................... Henry  U ...................... Union
I ...................... Ida  V ...................... Victor
J ...................... John  W ...................... William
K ...................... King  X ...................... X-ray
L ...................... Lincoln  Y ...................... Yellow
M ...................... Mary  Z ...................... Zebra
3.20 **UNIT IDENTIFICATION**

Unit identification shall be stated at the beginning of each transmission.

3.21 **REPORTING FOR DUTY**

When beginning a tour of duty, School Security Officers shall give their unit designation and report for duty with the SSO-II or site Administrator using the appropriate code (i.e., 909 at assignment or school site, etc.) using their assigned radio where available.

3.22 **REPORTING/REMAINING OUT OF SERVICE**

When it is necessary for a unit to go out of service, the reason and the location shall be transmitted and the unit shall sign out “908”. A unit remaining out of service for an extended period of time shall notify their immediate supervisor and provide a status update, as soon as it is reasonably practical to do so.

3.23 **LEAVING AN ASSIGNED AREA**

School Security Officers assigned to a specific area shall inform their immediate supervisor if it becomes necessary to leave their assigned area for a period of time that would make redeployment of manpower desirable.

3.24 **BREAKS**

School Security Officers working an 8-hour workday are permitted two (2) fifteen minute breaks during their regular shift, and one thirty-minute meal period.

School Security Officers shall request and receive clearance from their SSO-II or site Administrator prior to taking their meal or break time. Officers shall call out, “908 (location) for a break” or “Requesting 908A at (location),” upon their arrival at their break or meal location. Breaks shall be staggered such that

3.25 **REPORTING OFF DUTY**

In ending an assigned shift, an SSO shall transmit his unit identification and state, “908D”, indicating they are now off duty.

3.26 **EMERGENCY RADIO CALLS**
This classification has priority over all other calls for service at a school site and consists of requests for “help,” “assistance,” and the broadcasting of incidents in progress. When the emergency situation has been resolved or downgrades to a “Code 2” situation, the SSO-II or supervising police personnel shall prioritize the manner in which other calls for service are handled at the school site.

3.27 SAFEGUARDING OF PERSONS IN CUSTODY, THEIR PROPERTY AND EVIDENCE

As a normal course of duty, School Security Officers do not take individuals into custody. However, in the case of an extreme situation, it may be necessary to detain a citizen, and he shall properly safeguard such person and his property until law enforcement personnel arrive.

Any evidence obtained from any incident, whether or not an individual was taken into custody, shall be safely secured, and submitted to an OSPD Police Officer the same day it was recovered; as soon as it is reasonably practical to do so. School Security Officers shall make telephonic notification to OSPD dispatch to inform of any collection of evidence.

3.28 STUDENT CONTACTS

All School Security Officer contacts with students must be prudent and conducted in such a manner that precludes any concerns of impropriety. Situations should be avoided which would result in a School Security Officer becoming isolated in a location, (i.e., behind closed doors in an office) with a student without a responsible District official present. It is highly preferable to have the same sex of both the SSO and the student if the SSO and the student are isolated together. This policy recognizes that it may not always be practical to do so due to operational limitations.

Contacts with students shall be limited to on-duty status or school/District sponsored activities only. In the event an SSO requests to have contact with a student outside of their on-duty status, they make a written request to the Chief of Police to seek permission. The Chief of Police may give written authorization if there is a deemed legitimate reason for an SSO to have contact with a student outside of their on-duty work hours.

School Security Officers should be receptive to student problems; however, if the problem does not fall within the scope of School Security Officer’s duties, the student shall be referred to the appropriate person.

School Security Officers shall not act as a disciplinarian. The byproduct of reporting or informing the school staff of a student’s behavior or activity may result in the student receiving discipline, however that discipline shall only come from the proper school or District authority.
SECTION 4
PROCEDURES 4.000

4.1 UNSCHEDULED LEAVE OF ABSENCE--NOTIFICATION RESPONSIBILITY.

In the event of an unscheduled absence, such as illness, personal necessity or bereavement, the affected employee shall call OSPD at the Absentee Line 510-874-7277 at least sixty (60) minutes prior to the time he would have reported to scheduled duty.

The SSO shall leave a message detailing:

1. First and last name.
2. School site that they are assigned.
3. The reason for the absence.
4. The date of the first day of the absence.
5. The return date to work.
6. The phone number the SSO can be reached at during their regularly assigned working hours.

In addition to the above notification to the absentee line, School Security Officers shall call their school Administrator or designee. In the case of long distance phone calls, OSPD will notify the school at the Officer's request, but that request must be clearly expressed when the message is left on the absentee line.

An entry into the Department SSO Absentee log shall be made by the SSO Supervisor – Sgt. of Police or designee, along with the completion of an absence notification. The SSO Supervisor shall also notify the Office of the Chief of Police of his absence.

4.2 RECORD OF ABSENCE

All School Security Officers shall make the appropriate notation of their absence(s) on the District’s “Site Time Report” and “Employee Work Record”. This is OUSD policy. It is solely the responsibility of the individual SSO to ensure that their “Site Time Report” and “Employee Work record” is complete and accurate. If the SSO is unable to fill out the record due to illness, an SSO-II or the site Administrator may fill out the appropriate leave code on the “Site Time Report”. No District employee shall sign the “Site Time
Report” on behalf of the SSO.

- An exemplar “Employee Work Record” can be found in this manual as Attachment # 1.
- An exemplar “Site Time Report” can be found in this manual as Attachment # 2.

The SSO shall fill out, and submit to their immediate supervisor an OUSD “Employee Absence Report” for any absence.

- An exemplar “Employee Absence Report” can be found in this manual as Attachment # 3.

4.3 EXTENDED LEAVES OF ABSENCE—REQUIREMENTS

Medical Leave:

Employees of the Department shall be required to obtain the signature of a doctor should the illness continue in excess of five (5) days (40 hours), or for a lesser period if so directed by the Chief of Police.

For School Security Officers returning to work from an occupational leave, clearance to return to work must be obtained from the employee’s attending physician. Also, an absence or time lost from an assignment due to an on-duty injury requires a physician’s clearance.

Leave of Absence:

An extended leave of absence with out pay may be granted at the discretion of the Chief of Police

4.4 TYPES OF UNSCHEDULED LEAVES—PROCEDURES

When an SSO is unable to adhere to normal working hours, he must follow Department procedures as follows for the indicated type of absence:

A. Illness Absence.

1. When calling in because of an illness, the SSO shall advise the site Administrator (in most cases the School Principal) of the period of absence. Additionally, the SSO shall make telephonic contact with OSPD at the absentee line as outlined in Section 4.001 of this policy.

2. A SSO who must go off-duty after arriving to work due to illness shall notify
the site Administrator or SSO-II immediately. It is the responsibility of the SSO-II to make telephonic notification to OSPD of the partial absence. At no time shall an employee go off-duty without this notification.

B. Personal Leave Absence.

1. Notification of intent to be absent for personal leave shall be made as soon as possible once the SSO anticipates the need for time off.

2. The total number of paid personal leave days allowed in one school year shall not exceed four (4) days per fiscal year and may not exceed the number of full-pay days accrued by the employee (as per the SEIU 1021/OUSD bargaining agreement, Article 5, Section N.) Personal leave days shall be deducted from the accrued personal leave possessed by the SSO.

3. Personal leave shall not be granted during a strike, demonstration, work stoppage, or other emergency specific to the School Security Officer’s assigned work site.

4. A written request for leave shall be filed no less than five (5) days in advance. The written request for leave shall be submitted to the SSO Supervisor using the District’s “Request for Time Off” and “Employee Absence Report” documents. Both of these documents shall be submitted to the School Security Officer’s immediate supervisor for review, approval, or denial. Both approvals and denials shall require that the stated forms be submitted to the SSO Supervisor – Sgt. of Police, who shall subsequently file the request for leave in his records.

5. An unpaid leave of absence may be granted by the Chief of Police for up to 60 working days without loss of position or continuity of service. If a School Security Officer has 5 or more years of service, an unpaid leave of absence may be granted for up to 90 working days without loss of position or continuity of service. A SSO on an unpaid 60 or 90 day leave may extend the unpaid leave up to 1 year with approval by the Chief of Police. A 1 year leave shall be without any guarantee to return to the position left (as per the SEIU 1021/OUSD bargaining agreement, Article 5, Section P).

6. A written request for unpaid leave shall be submitted to the SSO Supervisor using the District’s “Request for Leave of Absence without Pay” document. This document shall be submitted to the SSO Supervisor who files a copy of the request for his records, and forwards it to the Office of the Chief of Police for review, approval, or denial. Both approvals and denials shall require that the stated forms be submitted to the SSO Supervisor – Sgt. of Police, who shall subsequently file the request for leave in his records.
• An exemplar “Employee Absence Report” can be found in this manual as Attachment # 3.

• An exemplar “Request for Time Off” form can be found in this manual as Attachment # 4.

• An exemplar “Request for Leave of Absence without Pay” form can be found in this manual as Attachment # 5.

C. Bereavement Leave.

1. School Security Officers are entitled to paid bereavement absence in the event of the death of an employee’s immediate family member (as per the SEIU 1021/OUSD bargaining agreement, Article 5, Section K).

2. Notification of intent to be absent shall be made as soon as possible.

3. Three (3) days bereavement is allowed unless the employee must leave the State for the funeral, upon which occasion, five (5) working days are allowed.

4. Written proof of death and location of funeral must be submitted to the employee’s supervisor to be forwarded to the Payroll Unit (Newspaper obituary, church notice, or any other such printed material).

4.5 TIME OFF FOR MEDICAL EXAMS

School Security Officers shall advise their immediate supervisor in advance of their scheduled medical exam appointment. Upon returning to work, the SSO shall submit to their supervisor their appointment slip verifying their medical exam.

4.6 INDUSTRIAL ACCIDENTS (I.O.D.)–EMPLOYEE’S RESPONSIBILITY

An SSO of the Department injured in the line of duty shall report the injury, as soon as practical, to his immediate supervisor or site Administrator. School Security Officers will be advised of the correct procedure and forms to be completed. If applicable, School Security Officers are responsible for having medical and/or leave forms completed and immediately returned to the Department.

4.7 INDUSTRIAL ACCIDENTS REQUIRING MEDICAL ATTENTION

School Security Officers who become injured on-duty can seek medical attention
from a District authorized doctor, clinic or hospital. In instances where an employee's accident is serious enough to warrant immediate medical attention, the employee shall be transported to a designated emergency hospital. If the transportation requires an ambulance, the site Administrator or SSO Supervisor – Sgt. of Police shall be advised, who, in turn, will make the proper contacts.

**The Injury hotline phone number is 855-969-3441**

The District’s authorized medical providers are:

- **Kaiser Permanente**
  Oakland Medical Center
  3701 Broadway, 5th Floor
  Oakland, CA 94611
  510-752-1244

- **Alameda Urgent Care**
  2421 Encinal Ave., Suite A
  Alameda, CA 94501
  510-995-8200

### 4.8 INDUSTRIAL ACCIDENTS INVOLVING SERIOUS INJURY, ILLNESS OR FATALITY

If an accident involves serious injury, illness or a fatality, the SSO Supervisor – Sgt. of Police shall notify:

1. The SSO-II who directs the injured SSO-I (if applicable), and the site Administrator.

2. Chief of Police.

A serious injury or illness is one in which the employee:

3. Is expected to be hospitalized for twenty-four (24) hours and treatment involves more than medical observation.

4. Suffers loss of any member of the body.

5. Suffers any serious degree of permanent disfigurement.

### 4.9 INDUSTRIAL ACCIDENTS—NOTIFICATION OF ABSENCE

Personnel that miss work due to I.O.D. injury must notify OSPD via the Office of the
Chief of Police or his designee of their absence. Personnel that are on long term I.O.D. leave (more than thirty (30) days) shall notify the SSO Supervisor – Sgt. of Police of their absence on a weekly basis.

4.10 **ABSENCE FROM NORMAL PLACE OF RESIDENCE**

When an SSO is off work due to illness or injury and anticipates being absent from his/her normal place of residence for an extended period of time (excess of 24 hours), the employee should notify the SSO Supervisor – Sgt. of Police of the telephone number at which he/she may be reached in the event that the Department needs to make contact with the employee due to an immediate, time sensitive concern or emergency - i.e., subpoena for court. A log maintained by the SSO Supervisor shall be used to record all calls received in compliance with this section.

While an employee is off on an I.O.D. injury, they are not allowed to leave the State without approval from the Chief of Police.

4.11 **ILLNESS OR INJURY--TELEPHONE CONTACT REQUIREMENT**

When off work due to illness or injury, an employee shall be accessible by telephone at his residence during the time period constituting his normally assigned work hours. The only exception is when the illness or injury is diagnosed as requiring uninterrupted rest. The employee may then be excused from the requirement, but only if they provide a copy of the doctor’s order to the SSO Supervisor. The notification shall be recorded in the log book with the SSO Supervisor.

4.12 **INDUSTRIAL ACCIDENTS--WORK ASSIGNMENT AND EQUIPMENT STATUS**

OSPD shall coordinate with the District’s Risk Management Department, acting in concert with the District’s Worker’s Compensation Administrator or physician to determine an acceptable capacity for duty for the SSO. OSPD may place injured School Security Officers on modified duty status as needed.

4.13 **INDUSTRIAL ACCIDENTS--DOCTOR VISITS**

Each time an SSO is seen by a physician, a doctor's slip must be completed and returned to his supervisor.

4.14 **EXTENDED ABSENCE--PHYSICIAN’S RELEASE**

School Security Officers, who are off-duty due to a job related injury, shall obtain a release from a District designated physician prior to returning to work. A SSO shall
not be allowed back to work without a physician’s release. This release shall be free of any restrictions in order for the employee to return to work in a full capacity. If there are any restrictions present, the SSO may work within those specified restrictions as long as OSPD and the District can make reasonable accommodations.

Once a SSO is cleared to return to work by a doctor, they must notify their supervisor and deliver the appropriate and completed paperwork at least one day before their scheduled return for duty.

The School Security Officer’s supervisor will review the clearance and submit the paperwork to appropriate staff at OSPD for approval. OSPD will forward the completed paperwork to the District’s Risk Management, Human Resources and Payroll Departments.

4.15 INDUSTRIAL ACCIDENTS--SUPERVISOR’S RESPONSIBILITY

When a SSO is injured, whether or not medical treatment is necessary or time is lost from work, the immediate supervisor of the concerned employee shall ensure the following process is followed:

1. The injured SSO and other witness Officers complete an incident report.
2. The supervisor completes an on the spot injury report.
3. The completed report shall be submitted to the Office of the Chief of Police and Risk Management as soon as it is reasonable practical to do so.
4. The supervisor ensures that the injured SSO receives medical aid if it is needed.

4.16 MEDICAL AUTHORIZATION FORM

A medical authorization form may be needed in the event the District’s authorized medical providers require it for treatment. In the event that verbal consent to treat is not accepted by a medical provider, OSPD shall issue a written medical authorization form to the SSO. It is the responsibility of the SSO to ensure they deliver it to the medical provider whenever they seek medical care or treatment.

4.17 INJURY ON DUTY--REPORT REQUIREMENT

All concerned police department reporting numbers (i.e., “Records Division #” or “Incident #”), responding ambulance or responding fire department numbers applicable to the injury shall be included on the SSO incident report form and the Supervisor’s copy of the same. Any relevant information which cannot be placed on
the SSO incident report because of space limitations should be included on an additional page.

The injured SSO shall complete the incident report detailing the incident or circumstances surrounding their injury. If the injured SSO is incapable or unable to provide a written account of the details surrounding their injury, the SSO-II, site Administrator, or SSO Supervisor – Sgt. of Police shall complete the incident report. Any witness School Security Officers shall ensure they provide a statement or complete their own incident report. The SSO incident report(s) shall be delivered to the SSO Supervisor – Sgt. of Police as soon as it is reasonably practical to do so.

4.18 VACATION

As 10 month employees, School Security Officers are eligible to receive time off with pay for eleven (11) days during the school year. School Security Officers shall receive a full month’s pay in the month of December, and receive six (6) vacation days during Winter Recess. Additionally, they shall receive a full month’s pay in the month(s) in which Spring Recess occurs, and receive five (5) vacation days (as per the SEIU 1021/OUSD bargaining agreement, Article 5, Section B, item 7a).

4.19 EXTENDED ABSENCE AND RETURN

All personnel who are off duty for an extended period of time due to personal leave of absence, illness leave, or injury on duty (I.O.D.), may be relieved of their current assignment and will be reassigned to an available opening upon return.

Personnel returning to duty from an extended leave shall advise OSPD at the Office of the Chief of Police and SSO Supervisor in advance of their return.

4.20 INJURY ON DUTY

All employees injured on duty are required to immediately notify their supervisor. School Security Officers will be advised of correct procedure and forms to be completed. If applicable, School Security Officers are responsible for having medical and/or leave forms completed and immediately returned to the Department. School Security Officers that miss time because of on-duty injury will need a health clearance, with no restrictions, to return to work. The health clearance shall be submitted to the SSO Supervisor – Sgt. of Police who will review the clearance, and immediately submit it to the Department's Office Manager.

4.21 MILITARY LEAVE

OSPD shall abide by the provisions of the applicable State and Federal Laws with respect to leave for military service.
4.22 BEGINNING & ENDING SHIFTS/TIME SHEETS

School Security Officers shall make their presence known with the SSO-II when they arrive for work. For any SSO assigned to a site where there is no SSO-II, the SSO shall make their presence known to the site Administrator.

All School Security Officers are required to complete the District’s “Site Time Report” and “Employee Work Record” forms on a daily basis. These forms will be kept in the school site office and accurately filled out when the School Security Officer arrives and departs for the day. The completed “Site Time Report” and “Employee Work Record” is to be signed by the site Administrator and e-mailed or otherwise delivered to the SSO Supervisor – Sgt. of Police at the end of each work week. The site SSO-II shall aid the SSO Supervisor – Sgt. of Police in the weekly collection & delivery of the “Site Time Reports” and “Employee Work Record” to OSPD. Copies of the stated records will be kept on file at OSPD.

Time sheets, including overtime, are due the day after the pay period ends. Generally, this means that they are due by 1000 hours on the 1st and the 16th of each month. If there is any deviation to these due dates, the District’s Payroll Services shall make notification to all employees via mail.

4.23 LEAVING THE WORK LOCATION

When leaving the work site prior to end of any regularly scheduled shift, for any reason, School Security Officers shall:

1. Notify the SSO-II and if there is no SSO-II the SSO Supervisor – Sgt. of Police and;

2. Advise the appropriate site Administrator (if applicable) and;

3. On return to the site, immediately advise their supervisor or site Administrator.

4.24 OVERTIME

Overtime is documented on the District’s “COMBINED ET/OT/CT and MOVE-UP/ACTING TIME REPORT” form.

- An exemplar “COMBINED ET/OT/CT and MOVE-UP/ACTING TIME REPORT” can be found in this manual as Attachment # 6.
When asked to work a special assignment or event on an overtime basis, School Security Officers must first have the approval of the SSO Supervisor, site Administrator, or After School Program Coordinator. When the employee is required to remain at a location due to late relief or unusual circumstances, the SSO Supervisor shall be notified immediately.

School Security Officers shall not work any overtime that has not been pre-approved by the SSO Supervisor, any are strictly forbidden to work overtime directly for any school site with out the knowledge of OSPD. So-called “moonlighting” for a school site is not permitted, whether in, or out of the prescribed SSO uniform. No SSO shall receive any compensation for any work outside of the official District payroll channels, and must have an appropriately submitted “COMBINED ET/OT/CT and MOVE-UP/ACTING TIME REPORT” to coincide with the work performed.

As specified in the SEIU 1021/OUSD bargaining agreement (Article 4, Section E), overtime is time required to be worked in excess of the normal full-time work day or work week for the job in concern. As such, if an SSO has had any inconsistent attendance during the work week, or has called in sick, that SSO may not be considered for any overtime assignment. The only exception to this requirement is if special permission is granted by the Chief of Police based on the needs of the District.

Any SSO working overtime at an “After School Program” site may not work overtime at any Oakland Athletic League (OAL) sporting event if there is a scheduling conflict or any overlapping of the two assignments work hours. The only exception to this requirement is if special permission is granted by the Chief of Police based on the needs of the District.

Any overtime derived from the “After School Program” shall have the “COMBINED ET/OT/CT and MOVE-UP/ACTING TIME REPORT” form delivered to the Afterschool Program Office located at:

After School Program Office (Lakeview)
Attn: Josie Ip
746 Grand Avenue
Oakland, CA 94610

No “After School Program” overtime sheets should be delivered to OSPD Headquarters.

Time sheets, including overtime, are due the day after the pay period ends. Generally, this means that they are due by 1000 hours on the 1st and the 16th of each month. If there is any deviation to these due dates, the District’s Payroll Services shall make notification to all employees via mail.
4.25 **DEVIAITION FROM REGULAR HOURS OF ASSIGNMENT**

School Security Officers shall contact their supervisor before deviating from their regularly assigned work hours.

4.26 **DEPENDABILITY**

School Security Officers shall make every effort to adhere to normal working hours and avoid disruptions/absences for personal reasons. Regular undependability and absences during normal working hours may lead to permanent or adverse personnel action.

Appointments for health reasons shall be scheduled during non-work hours when possible or at the beginning or end of the day to minimize disruptions of work schedule.

School Security Officers shall follow Department procedures for absences.

4.27 **PAYROLL INFORMATION**

School Security Officers shall contact the District’s Payroll Services regarding payroll problems. The District will make every reasonable effort to correct paycheck problems or errors within 5 working days (as per the SEIU 1021/OUSD bargaining agreement, Article 3, section L).

Please mail all written requests to:

OUSD Payroll Services  
1000 Broadway  
Oakland, CA 94607  
Phone: (510) 879-1011  
Fax: (510) 879-0232

4.28 **TRANSFER PROCEDURE/ASSIGNMENT LOCATIONS**

Any SSO requesting a transfer of assignment location shall complete an interoffice memorandum to the Office of the Chief of Police via his immediate supervisor for processing. Requests will remain on file for the fiscal year, unless the School Security Officer requests, in writing, to have the request withdrawn. A copy of the approved or denied transfer request or administrative transfers shall be filed in the SSO's personnel file. The Chief of Police or his designee shall make a decision to either approve or deny any transfer requests based on District and Departmental operational needs.
School Security Officers may be administratively transferred from one assigned site to another for the betterment of the District. The Chief of Police or his designee shall make a decision to reassign a School Security Officer based on District and Departmental operational needs. An involuntary transfer to a different school site or assignment shall require 5 days of advance written notice from Human Resources (as per the SEIU 1021/OUSD bargaining agreement, Article 18, Section C).

As staffing levels at various school sites may fluctuate due to a number of different reasons, i.e. illnesses, absences, or other emergencies; it may be necessary to temporarily shift a School Security Officer’s assignment location. In the event there is an operational need to do so, a School Security Officer may be temporarily reassigned for a day. Any identified SSO who needs to be temporarily reassigned shall be contacted by OSPD and shall report to duty at the assigned location.

4.29 **USE OF DISTRICT VEHICLES**

Per California Vehicle Code 670, a “vehicle” is defined as “A device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks”. For the purposes of this policy section, the definition of a “vehicle” extends to any vehicle that may be operated on private, District property and off established roadways, i.e. a golf cart.

A School Security Officers shall not use a District vehicle without proper authorization.

School Security Officers driving any District vehicle shall not violate traffic laws and shall comply with regulations by using safety belts. District vehicles shall always be driven in a safe and prudent manner. School Security Officers shall not allow unauthorized persons to operate a District-owned vehicle.

A School Security Officer operating any District vehicle shall not permit other than authorized employees of the District to ride in the vehicle while on duty. An exception shall be made when a School Security Officer is required to transport other persons in the performance of their duty only upon receiving an authorized by order from the appropriate authority, i.e. SSO Supervisor.

Unless otherwise authorized, District gasoline cards shall only be used to refuel gasoline/diesel/oil for District vehicles.

If a School Security Officer is involved in any type of traffic accident, while on duty, the SSO Supervisor – Sgt. of Police shall be immediately notified.
4.30 VEHICLE INSPECTION

If a School Security Officer is assigned to drive a District owned vehicle, the SSO shall check his assigned vehicle for:

1. Cleanliness
2. Vehicle damage
3. Tires (spare and jack)
4. Fuel (at end of duty/shift, School Safety Officers shall return vehicle with a minimum of 1/2 tank of fuel).
5. Emergency equipment, if any (fire extinguisher and reflectors).
6. Complete the "Vehicle Inspection" form.

School Security Officers are responsible for conducting the vehicle inspection and advising his supervisor of any deficiencies. The supervisor will note the deficiency and advise on potential corrective measures. The SSO Supervisor – Sgt. of Police will check the Vehicle Log once a week to ensure compliance.

4.31 PERMANENT RESIDENCE INFORMATION & EMERGENCY CONTACTS

All School Security Officers shall keep the Department informed of any change in their permanent residency. A written notification of any change of address shall be made within 10 days of any change. The SSO shall make the written notification to the SSO Supervisor, who will update the School Security Officer’s Department file. The SSO Supervisor shall forward the written notification to the District’s Human Resources Division (as per the SEIU 1021/OUSD bargaining agreement, Article 24).

School Security Officers shall maintain an updated emergency contact list with OSPD and the District’s Human Resources Division.
SECTION 5

SCHOOL SECURITY OFFICER PROGRAM 5.000

5.1 ROLES AND RESPONSIBILITIES

School Security Officers act as an essential part of a school site’s internal community – Insofar as they can, an SSO provides for making the school environment a safe and orderly haven for OUSD to fulfill its educational mission and goals.

The School Security Officer May:

1. Provide a visual presence, and have a “calming” influence over the campus they serve. The presence of an SSO on site should be a comforting sight to students, staff, and visitors.

2. Patrol their assigned area which may include the interior or exterior of a school site to include its immediate perimeter.

3. Conduct a search of persons on a school campus upon determining a reasonable suspicion of a school rule or law violation.

4. Escort visitors or students, maintain order, and enforce school rules, excepting any involvement in the discipline process.

5. Keep unauthorized persons off of campus, and remove others from a campus.

6. Restrain or detain individuals whence it is reasonable and consistent with state and federal law.

The School Security Officer shall:

1. Use de-escalation techniques and employs restorative justice principles for conflict mediation. Amongst their core duties, an SSO should engage students to build rapport and trust.

2. Ensure they fulfill the standards outlined in Section 1.004 of this policy manual (Job Duties).

3. Ensure they fulfill the standards outlined in Section 2.002 of this policy manual (Chain of Command).

4. Report conditions that might require School Police or local law enforcement involvement, i.e. Mandatory reporting of child abuse or sex crimes.
5. Advise all concerned persons of any unusual activity that may affect the orderly conduct of the site/facility.

6. Follow all procedures consistent with the District-established policies, OSPD policies, and those established by the site Administrator.

Duties and Responsibilities of the SSO-II

In addition to all of the stated School Security Officer duties and responsibilities, the SSO-II shall:

1. Provide work direction to any assigned SSO-I

2. Ensure that due diligence is paid to further Department and District goals

3. Coordinate work efforts with site Administrators, area Police Officer(s), and Supervising Police Personnel.

4. Receive work direction from site Administrators, area Police Officer(s), and Supervising Police Personnel.

5. Liaise with Supervising Police Personnel to aid in site scheduling, OAL event staffing, and governance of other assigned duties.
SECTION 6
REPORTING OF INCIDENTS 6.000

6.1 PROCEDURE - FIRES

The City of Oakland Fire Department serves the Oakland Unified School District for fire services. They insist that the District administrators comply with the laws requiring the reporting of all fires, burning or extinguished. City and County Codes mandate that all uncontrolled and/or unlawful fires, or evidence of a fire, be reported to the Fire Department.

All fires and related emergencies, in any building or on any site, shall be immediately reported to the Fire Department. The determination to dispatch firefighting equipment or conduct an investigation will be made by the Fire Department based on information provided at the time of the report.

School Security Officers have a specific responsibility upon discovering or becoming aware of a burning, smoldering or extinguished fire on a site of this District to make the necessary notifications to the site Administrator, SSO Supervisor, and the Fire Department.

6.2 SIGNIFICANT EVENTS

The SSO Supervisor must be immediately advised if a major crime or incident occurs (examples: riot, major injury, rape, walk-out, sit-ins, shootings, major gang activity, fire, evacuation, lock-down, chemical spill) on or about a District facility. If unsure of whether an incident is significant in nature, it is the School Security Officer’s responsibility to contact the SSO Supervisor for clarification. The SSO Supervisor shall be notified as a primary point of reporting incidents. A notification to a site Administrator is, in most cases prudent; however it shall not relieve the SSO from the responsibility of contacting the SSO Supervisor.

6.3 SSO INCIDENT REPORTS

School Security Officers shall complete an incident report when there is:

1. Any incident involving a weapon (whether recovered, or not).
2. Any act of fighting or other mutual combat where the SSO had to intervene.
3. Any incident involving an injury to any person on a District owned facility.
4. Any mandatory reporting categories, i.e. sex crimes and child abuse.
5. Any incident in which the SSO had to apply handcuffs to any person.

6. Any incident where any force was used.

7. Any drug related incident (whether recovered, or not).

8. Any other incident where there is a substantial chance of a complaint.

9. Anytime the SSO is directed by the SSO Supervisor to complete a report.

10. Anytime a SSO is a witness to any crime.

School Security Officers shall complete an incident report using the Department’s “SSO Incident Reporting Form”.

- An exemplar “SSO Incident Reporting Form” can be found in this manual as Attachment # 9.

School Security Officers shall complete an incident report in all of the above listed circumstances, whether or not an actual crime report was generated by OSPD or any other law enforcement.

All incident reports shall be filled out completely and accurately, with entries in all required fields. Generally, incident reports should be submitted on the same day of the incident; however they shall be submitted to the SSO Supervisor as soon as it is reasonably practical to do so, or the next official business day if the incident occurred on a weekend day.

The SSO Supervisor – Sgt. of Police or designee shall file all submitted SSO Incident reports that are delivered to OSPD. The reports may be delivered directly in person to the SSO Supervisor, faxed to 510-874-7788, or they may be scanned and sent as an attachment in an email to Police@ousd.k12.ca.us
SECTION 7
DISCIPLINE 7.000

7.001 DISCIPLINE PROCESS

The discipline process shall consist of the current policies in place per OUSD Administrative Regulations and the SEIU 1021/OUSD bargaining agreement.

SECTION 8
USE OF FORCE 8.000

8.1 USE OF FORCE - PURPOSE AND SCOPE

The purpose of this policy is to provide the School Security Officers of the Oakland School Police Department (OSPD) with guidelines on the use of force.

This policy recognizes that the use of force by Department personnel requires constant evaluation. Even at its lowest level, the use of force is a serious responsibility. While there is no way to specify the exact amount or type of force to be applied in any situation, each School Security Officer is expected to use these guidelines to make such decisions in a professional, impartial and safe manner.

8.2 USE OF FORCE - PHILOSOPHY

School Security Officers of the Oakland School Police Department are, at times, confronted with situations in which control must be used to protect students, staff, and the entire school district community. Control may be achieved by the use of professional presence, verbalization or physical force. The use of force by a School Security Officer has far reaching consequences for all parties involved. It is, therefore, imperative that School Security Officers not only act within the boundaries of legal guidelines, ethics, good judgment, and accepted practices, but also that officers be prepared by training, direction, and leadership to act wisely, when confronted with a use of force situation.

It is neither the intention nor the desire of the Department to suppress or restrain lawful activity, either on or off campuses. The OSPD extends whatever resources are necessary and available to protect the rights of any person or group to conduct peaceful and lawful activity at any location within its jurisdiction. However, to protect the school community, School Security Officers must appropriately respond to
unlawful activity and address disruptive situations in a professional manner to minimize the potential for violent confrontations.

The role of the School Security Officer is unique in that the majority of their contacts involve youth. The Department has always utilized caution with respect to the use of force against youthful offenders. However, each School Security Officer has an affirmative, legal right to use that degree of force necessary to protect others and themselves. It is in the public’s interest that a Use of Force Policy guides School Security Officers and maintains public confidence in the Department, its individual School Security Officers, and the entire Oakland Unified School District.

8.3 USE OF FORCE - POLICY

It is the policy of the Oakland School Police Department that its School Security Officers shall use only that force which appears objectively reasonable, given the facts and circumstances perceived by the School Security Officer at the time of the event to effectively protect themselves or others from physical harm.

For the purpose of this policy, “force” is defined as any physical effort used to:

- To protect students and staff from physical danger to themselves or others
- To protect themselves from physical confrontation
- Force necessary to overcome resistance during a handcuffing procedure

School Security Officers will not have any physical contact with any student due to the following reasons:

- Defiance
- Administrative Policy / Rule violation
- Where the student isn’t a physical threat/harm to students and staff or themselves

8.4 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether or not to apply any level of force and evaluating whether a School Security Officer has used reasonable force, a number of factors should be taken into consideration. These factors may include, but are not limited to:

1. The conduct of the individual being confronted (as reasonably perceived by the School Security Officers at the time).

2. School Security Officer/subject factors (age, size, relative strength, skill level, injury/exhaustion, number of officers vs. number of subjects).
3. Influence of drugs or alcohol.

4. Proximity to weapons.

5. Time and circumstances permitting, the availability of other options (what resources are reasonably available to the School Security Officer under the circumstances).

6. Seriousness of the suspected offense or reason for contact with the individual.

7. Training and experience of the School Security Officer.


10. Other exigent circumstances.

The Department recognizes that School Security Officers may be expected to make split-second decisions, during situations that may be tense, uncertain and rapidly evolving, and that the amount of time available to evaluate and respond to changing circumstances may impact the School Security Officer’s decision.

“Reasonableness” of the use of force must be judged from the perspective of a reasonable School Security Officer on the scene at the time of the incident.

The School Security Officer will need to articulate the facts and the reason for the use of force. This will include all efforts to handle the situation without using force. This would include:

- Security Officer presence
- Verbal/non-verbal communication and attempts to de-escalation/defuse situation
- Social Emotional Learning / Restorative Justice Techniques
- All efforts used to avoid any use of force

8.5 REPORTING THE USE OF FORCE

Any use of force by a School Security Officer shall be documented in a “School Security Officer Incident Reporting Form”. Supervisory notification shall be made as soon as practical following the application of force. Any use of force shall be documented by the SSO Supervisor – Sgt. of Police using the Department’s prescribed Use of Force Investigation format. The completed Use of Force Report shall then be forwarded to the Office of the Chief of Police.
8.6 **MEDICAL ASSISTANCE - EMERGENCY**

A request for emergency medical assistance (Ambulance or Fire Department) shall be made by a School Security Officer when any of the following conditions exist:

1. Upon request by any person.

2. When it is apparent that any person is in need of such assistance and is unable to make the request.

3. When it is apparent that any person is in need of such assistance, based upon the severity of the injury or illness known to the School Security Officer at the time.

4. When any person has a head injury or difficulty breathing.

Persons requiring emergency medical assistance shall be transported in a Department vehicle only when it is necessary to remove the individual from a position of immediate threat to their safety during an unusual occurrence or tactical situation. In this given situation, permission must be granted by supervising police personnel, and the person shall be transported to a safe location and an ambulance shall be requested to that location.

8.7 **FIRST AID**

When appropriate, School Security Officers are authorized to render first aid that is consistent with Department approved training that they have received. School Security Officers may utilize a School Nurse to provide first aid, when available.

Nothing in this section prohibits a School Security Officer from requesting or obtaining emergency medical assistance for any person.

8.8 **OLEORESIN CAPSICUM SPRAY**

The use of Oleoresin Capsicum (O.C.) or “Pepperspray” is strictly forbidden. No SSO shall carry any O.C. spray on their person or otherwise possess O.C. spray either on or off duty and on District property.

8.9 **COMPLIANT HANDCUFFING**

Upon completing Department-approved training, School Security Officers shall carry handcuffs on their duty belt. School Security Officers shall have a corresponding handcuff key available at all times when carrying handcuffs. The Department will
provide School Security Officers with Department-approved handcuffs and key. The purpose of this policy is to set forth the procedural guidelines for handling situations where School Security Officers may handcuff juveniles or adults in accordance with existing OUSD policies and California State law. The intent of the Oakland School Police Department is to have a reasonable policy which commits to ensuring the safety of its members, students, staff, and the Oakland Unified School District school community.

**Handcuffing Discretion and Concerns**

Although recommended for many arrest situations, handcuffing is a discretionary procedure and not an absolute rule of the Department. When deciding whether to handcuff a juvenile or adult on OUSD property, the SSO should carefully balance officer safety concerns with factors including, but not limited to the following:

1. The circumstances leading to the arrest or detention.
2. The attitude or behavior of the person being detained or arrested.
3. The age, size, sex, mental and physical health of the person being detained or arrested.
4. Whether the person being detained or arrested by the SSO has any hearing or speaking disabilities. These persons should be given consideration to having the handcuffs applied to the front in order to allow for the use of sign language or writing notes.
5. Whether the detained or arrested person has any other apparent disability.

It is not the intent of the Department to dissuade a SSO from handcuffing persons they believe warrant that degree of restraint, nor is it the intent of this policy to create an atmosphere that in order to avoid personal risk, a SSO should handcuff all persons regardless of the circumstances. Handcuffs should be removed as soon as it is practically safe to do so.

**8.10 JUVENILE HANDCUFFING**

A SSO may handcuff a juvenile 14 years of age or older when the act committed is believed to be of a felonious nature. A juvenile 14 years of age or older may also be handcuffed when:

1. The juvenile is placed under arrest.
2. The juvenile has a desire to injure themselves, the SSO or others.
3. To prevent the juvenile from injuring themselves, the SSO or others.
4. To restrain a violent juvenile.
5. To prevent the destruction of property.
6. To prevent the escape of an unknown juvenile who is under arrest.

Juveniles under the age of 14 will generally not be handcuffed unless their acts have
amounted to what is believed to be a dangerous felony or when it is reasonably believed that the juvenile has committed a violent misdemeanor, when the juvenile may have a desire to injure themselves, others, the SSO, or to destroy property.

8.11 ADULT HANDCUFFING

A SSO may handcuff an adult when the act committed is believed to be of a felonious nature or a dangerous misdemeanor. An adult may also be handcuffed when:

1. The adult is placed under arrest.
2. The adult has a desire to injure themselves, the SSO or others.
3. To prevent the adult from injuring themselves, the SSO or others.
4. To restrain a violent adult.
5. To prevent the destruction of property.
6. To prevent the escape of an unknown adult who is under arrest.

Unless one of the aforementioned circumstances is present, handcuffs should not be applied when the adult’s identity is known to the SSO or any OUSD school staff member. Handcuffing merely to prevent escape or the perceived threat of escape is not permitted.

8.12 PROPER APPLICATION OF HANDCUFFS

SSOs shall only use Department-approved handcuffing techniques in the routine application of said handcuffs. The approved handcuffing technique is outlined in the “SSO Handcuffing Procedure Manual”, and may be supplemented by techniques which have been or will be taught by the Department’s Training Division.

• An exemplar of the “SSO Handcuffing Procedure Manual” can be found in Appendix – A.

In those situations where the subject is actively resisting, the handcuffs should be applied as quickly as possible using the most convenient method. However, once it is practical to do so, the SSO must ensure that the handcuffs have been properly applied and check for tightness and double lock activation.

8.13 POSITIONAL ASPHYXIA

Positional asphyxia is a form of asphyxia also known as postural asphyxia. This form of asphyxia occurs when the position of a person’s body prevents them from breathing adequately. A small, but significant number of people will be affected by positional asphyxia. Those affected may risk sudden, unexpected death.
Positional asphyxia is a potential danger of certain restraint techniques. A person restrained may die from positional asphyxia by simply getting themselves into a breathing restricted position either by their own device or accident, or by negligence or accident on the part of the SSO. The techniques taught by the Oakland School Police Department are the only approved methods of restraining an individual, and are designed to minimize the risk of positional asphyxia.

An SSO shall be mindful that positional asphyxia is a concern in all contacts in which a restraining device or force is applied. School Security Officers should learn to recognize the factors and positions which may contribute to positional asphyxia:

1. A position that obstructs the mouth and upper airway/nose.
2. A position that causes an extreme forward bend of the neck; also known as hyperflexion of the neck which may obstruct the lower airway/trachea.
3. A position which causes the restriction of the chest or diaphragm.
4. A position which impedes or prevents the physical or mechanical means of breathing.
5. Placement of weight on the back of a person that is restrained lying in a prone position.
6. So called “dog piling” on top of a restrained subject elevates the risk of positional asphyxia.
7. Any combination of the above listed factors.

Additional predisposing factors may be present in positional asphyxia incidents. These predisposing factors may include:

1. Obesity.
2. Alcohol or drug use.
3. An enlarged heart which renders a person more susceptible to cardiac arrhythmia.
4. Mental illness and or an inability to discern pain.

An SSO shall not place weight on the back of a restrained subject, or make use of any technique which obstructs the restrained person’s trachea or airway. SSO’s shall ensure that a person restrained on their stomach shall be repositioned to a seated or standing position as soon as it is possible. Repositioning shall also be required when any signs of breathing difficulties are present. It may be necessary to remove the restraints to ensure the safety of the restrained individual.

8.14 FLASHLIGHT

School Security Officers may carry a flashlight as an optionally worn item. School Security Officers may carry a 3 or 4 cell flashlight, or a rechargeable flashlight of a similar configuration depending on their personal preference. A School Security Officer may also carry a penlight or mini-flashlight; however, only one flashlight may
be worn on the duty belt. A second flashlight may be carried in a flashlight pocket.

8.15 PRECLUDED EQUIPMENT ITEMS

Other than those items authorized within this policy manual, School Security Officers may not carry any item while on-duty that is prohibited under California Penal Code sections 626.9 or 626.10(a) or any other item primarily designed for personal protection.
SECTION 9

PATROL PROCEDURES 9.000

9.1 AREA OF PATROL JURISDICTION

School Security Officers have an affirmative duty to carry out their charge on any District owned property or school site.

California Education Code 38000 (a) states, “...a school district may employ personnel to ensure the safety of school district personnel and pupils and the security of the real and personal property of the school district...”

The jurisdiction of any SSO on any District owned or controlled property or school site shall include:

1. Any building on the property owned or controlled by the District.
2. Any parking lot or facility owned or controlled by the District.
3. Any open space, land, or field on District owned or controlled property.
4. Any predetermined room, space, or area where a specified District sponsored event takes place.

The jurisdiction of any SSO on any District owned or controlled property or school site may include:

1. The immediate perimeter surrounding the District owned or controlled property.
2. For the purposes of this policy, the perimeter is defined as the immediate pathway area(s) bordering the building or property, i.e. the sidewalk surrounding a campus, and not across the street from the campus.

School Security Officers have no authority outside of the above listed areas. School Security Officers shall not:

1. Patrol or provide any security services at any off site location not controlled or owned by the District.
2. Patrol or provide any security services in any neighborhood area bordering a school site.
3. Otherwise engage themselves in any action or security services outside the scope of this policy or stated job description.
4. Pursue any suspects outside of the area of their jurisdiction.
9.2 **OFFICER SAFETY**

A paramount consideration for each SSO is personal safety. So long as School Security Officers are empowered to detain others, make arrests, control conduct, and seek solutions to sensitive matters, the potential for physical confrontation remains constant. School Security Officers must always be aware of their personal safety considerations when approaching individuals. In order to safely operate and succeed in the performance of their duty, an SSO should:

1. Be physically fit.
2. Be mentally prepared.
3. Be alert.
4. Exercise caution.
5. Be skilled in their duties.
6. Have proper planning and preparation.

9.3 **CONTACTS**

A School Security Officer must be able to distinguish between the need for immediate action and impulsiveness. An exercise of mature caution prompts professional School Security Officers to:

- Consider waiting for assistance while keeping a suspect in view prior to any contact.
- Scan the area for other dangers.
- Use preparation and planning before taking any action.
- Avoid allowing incidents or contacts to be thought of as “routine”.
- Never approach a potentially dangerous situation without first contacting another SSO or School Police Officer.
- Call for back up. Of paramount importance is the need to minimize risk and maximize safety.
- Never go into a building or structure where criminal activity is suspected without back up.
9.4 EMERGENCY PROCEDURES

The following procedures are to be used by a School Security Officer when they encounter the following emergency situations. These procedures provide a guideline for a uniform response to serious situations that may have inherent risk.

Verbal Confrontations

1. Assess the situation.
2. Notify OSPD dispatch or immediate supervisor.
3. Call for back up, if needed.
4. Separate the parties and Intervene as needed to prevent the situation from escalating.
5. Allow for someone else to attempt to diffuse the situation if any other staff member or SSO has an established rapport or relationship with the person.

Physical Fights

1. Assess the situation.
2. Notify OSPD dispatch or immediate supervisor.
3. Call for back up, if needed.
4. Intervene and detain the involved parties. Separate the parties, and ask for a supervisor or site Administrator to respond.
5. Unless there is an exigent circumstance or immediate threat to public safety, walk to an incident instead of running. Running may draw a crowd, and allows for the SSO to possibly overlook important information in haste.
6. Be observant of the approved use of force policy.
7. Isolate suspects once apprehended, handcuff if necessary per policy.

Irate Persons

1. Assess the situation
2. Notify OSPD Dispatch or immediate supervisor.
3. Call for back up, if needed.
4. If the person is causing a disruption to the learning environment, instruct them to leave the campus. If the person does not leave, wait for a Police Officer to arrive unless it reasonably appears that failure to immediately remove the person from the campus would be a safety risk to the SSO or others.
5. Be observant of the use of force policy
6. Allow for someone else to attempt to diffuse the situation if any other staff member or SSO has an established rapport or relationship with the irate person.

Firearms on Campus
1. Assess the situation
2. Call 911, OSPD Dispatch, and notify immediate supervisor.
3. Call for back up.
4. If the suspect is observable keep a line of sight of the suspect and transmit pertinent information to others such as physical description, clothing description, location, actions observed, etc. Keep a safe distance if possible.
5. Engaging an armed suspect can result in a serious injury or death to the SSO or others. Only Police Officers should engage possibly armed individuals.

Fleeing Suspects

1. Assess the situation.
2. Call for back up, coordinate a perimeter and communicate with other School Security Officers or staff via radio.
3. Consider the risk associated with apprehending the suspect in relation to the offense, and the possible disruption to the learning environment and the safety of the campus.
4. In many cases it may be preferable to allow a named and known suspect to actually flee - excepting violent felonies or any situation where failure to act may have an adverse effect on the safety of the campus.
5. A SSO shall not pursue any fleeing suspect in any personal or District owned vehicle off of the campus.
6. A SSO shall not pursue any suspect outside of their area of jurisdiction as specified in Policy 9.001

Crimes in Progress

1. Assess the situation.
2. Call 911 and OSPD Dispatch.
3. Call for back up.
4. Apprehend the suspect if it can safely be done.
5. Do not confront armed suspects.
6. Minimally, notify other staff of the location of the suspect, suspect description, and the want.

Bomb Threat

1. Assess the situation.
2. Call 911 and OSPD Dispatch.
3. If necessary, assist the school site Administrator in carrying out the evacuation or site emergency preparedness plan.
4. Do not touch or move any suspected bomb or similar object.
5. Standby for further direction from supervising police personnel.
Active Shooter or Ambush

1. Assess the situation
2. Call 911 and OSPD Dispatch.
3. Seek shelter and cover.
4. Do not attempt to follow or engage any active shooter or make any attempt to apprehend the suspect.

The following should only be done if it is reasonably safe to do so:

5. If the suspect is safely observable from a distance, transmit pertinent information to others such as physical description, clothing description, location, actions observed, etc.
6. Attempt to administer first aid and evacuate any injured persons.

Drugs, Drug Paraphernalia and Alcohol

1. Assess the situation.
2. Call 911 for medical aid, for under the influence.
3. Call OSPD Dispatch for mere possession incidents.
4. Apprehend suspects if appropriate and within policy (be mindful of BP 5145.14).
5. Secure the evidence. Deliver the evidence **the same day** only to an OSPD Police Officer, and **NOT** to the Administrator. A School Security Officer shall not maintain custody of any drugs/narcotics/alcohol overnight at the school.
6. Wear latex gloves when handling any drugs or narcotics. There is a hazmat risk with many drugs.

Sex Crimes/Child Abuse/Mandatory Reporting

1. Gather basic information from the victim and from the person(s) whom the victim revealed to that there was a crime committed against them.
2. Call OPD Dispatch and have the school staff call CPS to fulfill mandatory reporting requirements. After that, call OSPD Dispatch.
3. The SSO being told of the sex crime or child abuse has a duty to call OPD. A School Security Officer’s responsibility is not absolved simply because they inform an Administrator. Failure to report a sex crime or child abuse is a misdemeanor offense.
4. Do not attempt to interview or investigate the crime beyond gathering basic information pertaining to the victim, i.e. their name, address, date of birth.
5. Make notes of any spontaneous statements.
6. Await the arrival of CPS or a Police Officer.
Hazmat

1. Assess the situation.
2. Notify OSPD Dispatch or 911 and the immediate supervisor.
3. Stay upwind, upgrade, and upstream from the incident location.
4. If possible, establish a perimeter around the affected areas before rescue services arrive. Evacuate the area of any persons.
5. A SSO shall not enter into the affected area or expose themselves to toxic fumes, liquids, or other potentially hazardous products.
6. Follow established protocols outlined in the site’s emergency preparedness plan.

9.5 CAMPUS CHARACTERISTICS

A School Security Officer shall be aware of their assigned school site’s individual campus characteristics and patrol accordingly. Listed below are some areas of importance. A School Security Officer shall make every effort to learn:

Specific Site Information

1. Knowledge of site problems such as gang or drug activity.
2. Knowledge of the school population and of the staff.
3. Knowledge of school resources, insight about campus culture, and conflict management.

Geographic Information

1. Major cross streets and streets surrounding the site.
2. Locations of student and staff restrooms.
3. Location of the School Nurse and first aid supplies.
4. Location of Emergency Preparedness Kits.
5. Location of fire extinguishers.
6. Location of shut off valves for gas and water.
7. Location of Burglar and Fire Alarm keypads.

Crime Hazards

1. School buildings which are prone to burglary.
2. Areas prone to acts of malicious mischief.
3. Areas attractive to auto theft suspects.
4. Areas prone to 415PC activity.
5. Areas frequented by truants.
6. Areas frequented by drug users and sellers.
7. Isolated or hidden areas.
8. Areas with poor to no light.

9.6 IDENTIFICATION OF PATROL AREAS REQUIRING ATTENTION

The following list guides a School Security Officer for areas to patrol:

Areas likely to produce criminal activity

1. Student restrooms.
2. Blind spots.
3. Unsecured rooms.
4. Foliage.
5. Areas with poor lighting.
6. Concealed or hidden recesses.

Locations likely to produce breaches of the peace

1. School dances.
2. Perimeter of the school, especially during dismissal hours.
3. Sporting events.
5. Student assemblies.
6. Neighboring parks.

Locations hazardous to public safety

1. Poorly lit areas.
2. Pot holes in paved areas.
3. Rocks, gravel, sand, or loose dirt.
4. Swimming pools.

Areas susceptible to arson

1. Abandoned buildings.
2. Trash cans and dumpsters.
3. Open fields.

Areas with collections of water

1. Athletic fields.
2. Depressions in concrete and asphalt areas.
3. Flooded gutters or drains.