Pennsylvania Department of Education
Office for Safe Schools Targeted Grants for School Police Officer
Non-Public School Request for Application
2015 – 2016

Background and General Information

The purpose of the Office of Safe Schools Targeted Grants for School Police Officer is to assist school entities in funding programs which address school violence by establishing or enhancing school security, including costs associated with the training and compensation of school police. The grant is designed to provide funds to enable the placement of school police officers into schools across the commonwealth.

Nonpublic schools are eligible to apply for funding to be used for the costs associated with obtaining the services of a school police officer from a list of approved vendors certified by the PA Department of Education Office for Safe Schools. Grant awards for this purpose shall be awarded and paid directly to the approved vendor with which the nonpublic school contracts for services.

Funds must be used in accordance with the criteria identified in Act 26 of 1995, as amended by Act 70 of 2013(24 PS 13-1302A (c) & (c.1)), and school entities must fulfill the requirements of the guidelines set forth by PDE's Office for Safe Schools as indicated in this request for application.

PDE's Office for Safe Schools will allocate funds through a competitive grant review process. A school entity will submit its application via the eGrants system. For the purposes of this grant "school entity" shall be defined as a nonpublic school. Only one proposal will be accepted from each school entity and no guarantee of funding is made to any applicant.

Applicants may not join together to apply as a consortia.

The application submission window is from **September 14, 2015 to October 15, 2015** at 11:59 PM.

Funding

The maximum individual grant will be $40,000 for school police officers. Funds may be expended on contracted services only. Funds expended beyond the identified and approved programs and activities will not be reimbursed by PDE's Office for Safe Schools.

Each grantee must commit to and sign an agreement that they will fund the school police officer for at least two years. Should the General Assembly continue to fund this grant for

school year 2016-17, grantees will be eligible to receive 50 percent of the allocation without reapplication.

All grant funds received for school year 2015-16 must be expended by June 1, 2016.
All grant funds received for school year 2016-17 must be expended by June 1, 2017.

Only one school police officer will be funded per school entity.

School Police Officer Application Requirements

All supporting targeted grant documents when completed should be uploaded into eGrants.

Applications from a non-public school for school police officer funding must include:

1. The goals and objectives of the targeted grant;
2. A detailed description of how the program will be implemented;
3. Information on how the SPO will maintain, improve or enhance the safety, security and/or climate of the school;
4. Detailed information on the training and support to be provided to the SPO;
5. Three years of comparison data indicating the need for the targeted grant, including, but not limited to: school violence statistics, community police report data, truancy, etc.
6. Grade levels impacted and number of students/staff impacted;
7. Projected outcomes including a climate survey provided by PDE's Office for Safe Schools;
8. An estimated budget including the costs of the vendor services;
9. A job description;
10. An Employment Accuracy Certification Statement stating that no school police officer/vendor has been employed at the school entity from July 1, 2011 to July 1, 2015 OR the date of employment if a SPO has been employed;
11. An Accuracy Certification Statement and documentation that the school police officer is employed by a PDE Office for Safe Schools approved contractor/vendor and will receive no other compensation or benefits from the school entity;
12. A Climate Survey Participation Accuracy Certification Statement; and
13. An Accuracy Certification Statement that the school entity will include funding of the school police officer in the school year 2016-2017 budget.

As stated in Appendix O, the vendor is required to provide the following accuracy assurance statements and supporting documentation to PDE's Office of Safe Schools:

1. A Background Check Accuracy Certification Statement and supporting documents provided by the vendor that the SPO has satisfied the background check requirements 24 P.S. § 1- 111;
2. An Accuracy Certification Statement, if applicable, and documentation that the school police officer to be hired is a retired federal agent or retired state, municipal, or military police officer. If the school police officer is a retired federal agent or military police officer, detailed information concerning the type and amount of training they have received must be submitted. The Municipal Police Officers' Education and Training

Commission will evaluate and provide equivalency information of the training to PDE's Office for Safe Schools.

3. An Accuracy Certification Statement and documentation, if applicable, that the school police officer completed such annual training as required by the Municipal Police Officers' Education and Training Commission (MPOETC) pursuant to 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training).
4. An Accuracy Certification Statement that the school entity will utilize a school police officer who has completed additional training recommended by PDE's Office for Safe Schools relating to interaction with all children and adolescents within a school setting.
5. A Certificate of Indemnification stating that the individual has been indemnified by the vendor pursuant to 42 Pa. C.S. § 8548 (relating to indemnity);
6. A signed letter stating whether the school police officer will be armed or not and if armed, documentation of authority to carry a firearm on school property.
7. Information on provisions by the vendor to provide the school police officer with appropriate training and support.

PDE's Office for Safe Schools also requires additional documentation beyond these accuracy certification statements as listed in Appendix O.

Review Process

Applications will be reviewed on a competitive basis by a team chosen by PDE's Office for Safe Schools. Applications will be reviewed for accuracy and information provided based on guidelines outlined in this request for application. Emphasis will be placed on the need as documented in the data provided. Applications that do not include all of the required information as stated on the grant application will not be considered for funding. All qualifying applications will be reviewed and scored.

Scoring

Applications will be reviewed and scored as follows:

1. Goals and objectives – 10 points – the goals and objectives of the program are clearly stated.
2. Proposal narrative – 15 points – the proposal includes a detailed description of the program(s) to be implemented and training to be conducted to support the implementation of the program(s).
3. Supporting needs assessment – 35 points – data provided.
4. Expected outcomes – 10 points – outcomes are stated in measurable terms including baseline information and expected improvement.
5. Budget Information – 20 points – budget information is accurate and itemized using a per unit cost and total expenditure. A total of all expenditures are summarized under Contracted Services.
6. Required documents – 10 points – uploaded into eGrants.

Unallowable Expenses

1. All expenses that are not related to contracted services.
2. Training costs.

3. Equipment costs.
4. Conference expenses.
5. The purchase of weapons, tasers and stun guns and ammunition.
6. Motor vehicles.

Award and Disbursement of Funds

Grant awards are projected to be announced in October 2015. Vendors will subsequently be required to sign a contract with PDE's Office for Safe Schools. All grant funds in the first year must be expended by June 1, 2016.

PDE's Office for Safe Schools shall seek repayment of funds if it determines that funds were not utilized for the original stated and approved purpose.

Program Reporting and Evaluation

PDE's Office for Safe Schools may at any time visit and/or contact grantees to review grant progress.

Upon completion of the current fiscal year, grantees will be required to submit on forms supplied by the PDE's Office for Safe Schools:

1. A summary of the goals and objectives accomplished.
2. A detailed narrative of programs and training supported by the grant.
3. Grade levels impacted and the number of students/staff impacted.
4. Detailed listing of budget expenditures (submitted by the vendor).

This information must be received no later than June 1, 2015.

Fiscal Information

In addition to the forms submitted to PDE's Office for Safe Schools upon completion of the fiscal year in which grant funds were expended, vendors will be required to submit an invoice to PDE's comptroller no later than June 1, 2016. Approved expenses will be reimbursed after receipt of the invoice and final report.

Program Changes

All requests for changes to the approved grants and budget must be submitted to PDE's Office for Safe Schools in writing no later than April 1, 2016 and approved by PDE's Office for Safe Schools or payment will not be made.

Assistance

PDE's Office for Safe Schools will answer questions and provide technical assistance via email related to the grant application. Please contact Pat Tamanini at ptamanini@pa.gov or Marc Bender at marbender@pa.gov.

ATTACHMENTS
(Not all may be applicable to all school entities/vendors)

Appendix A – Sample job descriptions for school police officer

Appendix B – List of acceptable trainings

Appendix C – Article XIII-A - 24 PS 13-1302A

Appendix D – 24 PS §7-778 (related to school police officers)

Appendix E – Basic Education Circular: Related criminal history of employees; conviction of certain offenses

Appendix F – Employment Accuracy Certification Statement stating that no school police officer has been employed at the school entity from July 1, 2011 to July 1, 2015 OR the date of employment if a SPO has been employed. **Accuracy Certification statement must be uploaded to eGrants.**

Appendix G – Contractor/Vendor Accuracy Certification Statement that the school police officer is employed by a PDE Office for Safe Schools approved contractor/vendor and will receive no other compensation or benefits from the school entity. **Accuracy Certification statement must be uploaded to eGrants.**

Appendix H – Retired Federal Agent or State, Municipal or Military Police Officer Accuracy Certification Statement that the school police officer to be hired is a retired federal agent or retired state, municipal, or military police officer. **Accuracy Certification statement must be submitted by the vendor with the Vendor Application and other documentation as stated in Appendix O.**

Appendix I – Municipal Police Officer Education and Training Commission's Training 53 P.S. Pa. C.S. Ch 21 Subch D Accuracy Certification Statement that the school police officer completed such annual training as required by the Municipal Police Officers' Education and Training Commission (MPOETC) pursuant to 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training). **Accuracy Certification statement must be submitted by the vendor with the Vendor Application and other documentation as stated in Appendix O.**

Appendix J – Background Check Accuracy Certification Statement that the school police officer has satisfied the background check requirements of 24 P.S. § 1- 111. **Accuracy Certification statement must be submitted by the vendor with the Vendor Application and other documentation as stated in Appendix O.**

Appendix K –School Police Officer Training on Interaction with Children and Adolescents within a School Setting Accuracy Certification Statement that the school entity will utilize a school police officer who has completed additional training recommended by PDE's Office for Safe Schools relating to interaction with all children and adolescents within a school setting. **Accuracy Certification statement must be submitted by the vendor with the Vendor Application and other documentation as stated in Appendix O.**

Appendix L – Accuracy Certification Statement that the school entity will include funding of the school police officer into their school year 2016-17 budget. **Accuracy Certification statement must be uploaded to eGrants.**

Appendix M -Climate Survey Participation Accuracy Certification Statement. **Accuracy Certification statement must be uploaded to eGrants.**

Appendix N – School police officer definitions

Appendix O – Vendor Application

APPENDIX A
Sample Job Descriptions
School police officer

Title: **School Police Officer**

Department: **Safety**

Reports To: **Administrative Superior**

Job Summary

Patrols School facilities and grounds to prevent disruptive or illegal actions, access to restricted areas, theft or vandalism on an assigned or rotating shift.

Performs a variety of assignments which can require being in a fixed location or a mobile unit or being exposed to uncontrolled and/or unpredictable conditions.

Performs their duties in uniform or in plainclothes depending on the type of assignment.

Examples of Work

- Reports to school facilities or adjacent areas when serious disturbances involving students arise; works independently or as a member of a squad in stopping fights, other outbreaks; uses a
- variety of techniques in crowd control to isolate trouble areas and provide maximum protection for students and others not directly involved; questions students, faculty, and others to obtain
  information helpful to ascertaining the cause of the outbreaks; works with police, city officials and other agencies involved.
- Patrols an assigned area in a mobile unit to prevent and investigate burglaries, larceny, arson, vandalism within school facilities and adjacent areas; interrogates persons within the building or near the premises to obtain facts; makes routine report on investigation.

Knowledge, Skills and Abilities
All Specialties

- Demonstrated ability to:
  - Learn the principles of criminal investigation and the techniques of interrogation.
  - Learn the standard practices and procedures used in protecting buildings and property and regulating the activities of the public.
  - Cope with situations firmly, courteously, tactfully and with respect for the rights of others.
  - Analyze situations quickly and objectively and to determine a proper course of action to be taken.
  - Gain the confidence and respect of students and faculty.
  - Work with large groups of students.
  - Understand and carry out oral and written instructions.
  - Maintain records and prepare reports.
  - Establish and maintain effective working relationships.

Additional Requirements for the Bilingual Specialty

- Speak English and the required foreign language fluently.
- Read and write English and the required foreign language.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Certificates/Licenses

- Valid Commonwealth of Pennsylvania license to operate a motor vehicle at the time of appointment and during tenure of employment.

Conditions of Employment

- Training as required under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police officer education and training)
- Weapons Qualification (Only if Armed)
- Must pass pre-employment drug testing
- High School graduate
- Act 120 Certification
- Knowledge of PA Laws & district policies
- Minimum two (2) years police or security experience
- Ability to supervise fellow workers.
- A working knowledge of office equipment.
- Experience with technology that is compatible with district-wide systems, and a data management system such as the AS400.
- Excellent organizational skills and abilities.
- Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
- Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

EXAMPLE 2 - JOB DESCRIPTION

POSITION GUIDE: SCHOOL POLICE OFFICER

QUALIFICATIONS:

1. High School graduate
2. Act 120 Certification
3. Knowledge of PA Laws & district policies
4. Two (2) years police or security experience
5. Ability to supervise fellow workers.
6. A working knowledge of office equipment.
7. Experience with technology that is compatible with district-wide systems, and a data management system such as the AS400.
8. Excellent organizational skills and abilities.
9. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
10. Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

PHYSICAL DEMANDS:

1. Able to walk for an extended period of time.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside and outside of the work facility, and adapt to these changes.

WORK RELATED DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to perform numerical operations accurately and quickly.
3. Able to effectively deal with many types of situations and personalities.
4. Able to effectively deal with deadlines and stressful situations.
5. Able to perform repetitive tasks.
6. Able to make appropriate judgments as they pertain to the responsibilities of the position.

REPORTS TO: Chief of School Police and School Principal/Director

JOB GOAL: Provide law enforcement to schools and protect employees, students and property in order to create a safe and healthy learning environment.

1. Provide diligent patrol to schools and property in order to deter crimes against students, staff or property.
2. Enforce PA Crime Codes by making arrests or issuing citations for violations on school property.
3. Respond to emergencies at buildings or on school buses.
4. Act as liaison between the School, local communities and local law enforcement agencies.
5. Enforce school attendance, rules and policies.
6. Conduct investigations of residency and truancy cases; prepare related truancy citations as required.
7. Conduct investigations of crimes and cases of employee misconduct ensuring that evidence is collected and preserved.
8. Provide supervision of student behavior including loading and unloading of school buses.
9. Prepare necessary disciplinary referrals, report and logs.
10. Monitor traffic and parking on and around school property.
11. Perform other duties as assigned by the Chief of School Police and Principal/Director.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

TERMS OF EMPLOYMENT: Twelve (12) or ten (10) month year.

Appendix B – Acceptable Trainings

National Association of School police officer's training courses (www.naschool resource officer.org).

Municipal Police Officers Education and Training Commission training courses (www.mpoetc.state.pa.us).

National Association of School Safety and Law Enforcement Officials' training courses (www.nassleo.org).

National School Safety Center's training courses (www.schoolsafety.us).

U.S. Department of Homeland Security training courses (www.dhs.gov/school-safety).

National School Safety and Security Services training courses (www.schoolsecurity.org).

Federal Emergency Management Agency's training courses (www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm).

Community College, College or University's child/adolescent psychology courses.

Community College, College or University's early childhood courses.

Community College, College or University's criminal justice courses.

Community College, College or University's teacher-related education courses.

Technical Schools' criminal justice courses.

APPENDIX C - ARTICLE XIII-A. 24 PS 13-1302A.

Section 1302-A. Office for Safe Schools.--(a) There is hereby established in the Department of Education an Office for Safe Schools.

(b) The office shall have the power and duty to implement the following:

(1) To coordinate antiviolence efforts between school, professional, parental, governmental, law enforcement and community organizations and associations.

(2) To collect, develop and disseminate information, policies, strategies and other information to assist in the development of programs to impact school violence.

(2.1) To direct all school entities to submit annual school violence statistics and reports to the office no later than July 31 of each year.

(3) To provide direct training to school employees, parents, law enforcement officials and communities on effective measures to prevent and combat school violence.

(4) To advise school entities and nonpublic schools on the development of policies to be used regarding possession of weapons by any person, acts of violence and protocols for coordination with and reporting to law enforcement officials and the Department of Education.

(4.1) To verify the existence of corrective action plans to reduce incidents of violence as required in the No Child Left Behind Act of 2001 (Public Law 107-110, 115 Stat. 1425).

(5) To develop forms to be used by school entities and police departments for reporting incidents involving acts of violence and possession of weapons on school property. The forms shall be reviewed on a biennial basis and revised when necessary.

(6) To verify that each school entity has a biennially updated and re-executed memorandum of understanding with local law enforcement and has filed such memorandum with the office on a biennial basis.

(7) To publish and post on the Department of Education's Internet website a School Safety Annual Report no later than November 1 of each calendar year outlining all incidents required to be reported under section 1303-A and any school district that failed to submit a report under section 1303-A.

(8) To establish criteria, in consultation with the Pennsylvania State Police, for certifying approved vendors to provide school police officers to nonpublic schools for the purposes of awarding grants under subsection (c.1)(3).

(9) To publish and post on the Department of Education's publicly accessible Internet website a listing of all approved vendors under paragraph (8).

(b.1) The office shall process and tabulate the data on an annual basis to assist school administrators and law enforcement officials in their duties under this article.

(c) In addition to the powers and duties set forth under subsection (b), the office is authorized to make targeted grants to school entities to fund programs which address school violence, including:

(1) Conflict resolution or dispute management, including restorative justice strategies.

(1.1) School-wide positive behavior support that includes primary or universal, secondary and tertiary supports and interventions in school entities.
(1.2) School-based diversion programs.
(2) Peer helpers programs.
(3) Risk assessment, safety-related, violence prevention curricula, including, but not limited to, dating violence curricula and restorative justice strategies.
(4) Classroom management.
(5) Student codes of conduct.
(6) Training to undertake a districtwide assessment of risk factors that increase the likelihood of problem behaviors among students.
(7) Development and implementation of research-based violence prevention programs that address risk factors to reduce incidents of problem behaviors among students including, but not limited to, bullying.
(8) Comprehensive, districtwide school safety, violence prevention, emergency preparedness and all-hazards plans, including revisions or updates to such plans and conducting emergency preparedness drills and related activities with local emergency responders. ((8) amended July 18, 2013, P.L. , No.70)
(9) Security planning, purchase of security-related technology which may include metal detectors, protective lighting, surveillance equipment, special emergency communications equipment, electronic locksets, deadbolts and theft control devices and training in the use of security-related technology. Security planning and purchase of security-related technology shall be based on safety needs identified by the school entity's board of directors.
(10) Institution of student, staff and visitor identification systems, including criminal background check software.
(11) ((11) deleted by amendment July 18, 2013, P.L. , No.70)
(12) Provision of specialized staff and student training programs, including training for Student Assistance Program team members in elementary, middle and high schools in the referral of students at risk of violent behavior to appropriate community-based services, including mental health services.
(13) Alternative education programs provided for in Article XIX-C.
(14) Counseling services for students enrolled in alternative education programs.
(15) An Internet web-based system for the management of student discipline, including misconduct and criminal offenses.
(16) Staff training programs in the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require immediate intervention.

(c.1) (1) In addition to the powers and duties set forth under subsections (b) and (c), the office is authorized to make targeted grants to school entities [and to], municipalities, local law enforcement agencies and approved vendors to fund programs which address school violence by establishing or enhancing school security, including costs associated with the training and compensation of s school police officers. Municipalities or local law enforcement agencies that receive grants under this subsection shall, with the prior consent of the governing board of the

school entity or nonpublic school, assign school police officers to carry out their official duties on the premises of the school entity or nonpublic school.

(2) Municipalities or local law enforcement agencies may not receive grant funds under this subsection for any purpose other than for costs associated with school police officers and are not eligible for other grants provided to school entities under this section. In assigning school police officers pursuant to this subsection, municipalities shall take into consideration the proportion of students enrolled in each school entity or nonpublic school.

(3) Nonpublic schools are authorized to apply to the office for grant funding under paragraph (1) to be used for the costs associated with obtaining the services of a school police officer from a list of approved vendors certified by the office. Grant awards for this purpose shall be awarded and paid directly to the approved vendor with which the nonpublic school contracts for services. NONPUBLIC SCHOOLS MAY NOT APPLY FOR GRANT FUNDING UNDER THIS SECTION FOR ANY PURPOSE OTHER THAN OBTAINING THE SERVICES OF A SCHOOL POLICE OFFICER UNDER THIS PARAGRAPH.

(d) The office shall have the following duties as to targeted grants:

(1) Targeted grants shall be allocated through a competitive grant review process established by the office. School entities must satisfy the requirements of this section and section 1303-A to be eligible for grants. The application for a targeted grant shall include:

(i) the purpose for which the targeted grant shall be utilized;
(ii) information indicating need for the targeted grant, including, but not limited to, school violence statistics;
(iii) an estimated budget;
(iv) methods for measuring outcomes; and
(v) any other criteria as the office may require.

(2) The office shall:

(i) Give priority in grant funding under subsection (c) to a school entity designated as a persistently dangerous school as defined in 22 Pa. Code § 403.2 (relating to definitions).
(ii) Give priority in grant funding under subsection (c) to school entities with the greatest need to establish safety and order.
(iii) To the greatest extent possible, ensure that grant funding is geographically dispersed to school entities and municipalities throughout this Commonwealth.
(iv) For school entities [and], municipalities, local law enforcement agencies and nonpublic schools that apply for funding for the training and compensation of school police officers under subsection (c.1), give priority to school entities [and], municipalities, local law enforcement agencies and nonpublic schools that utilize school police officers or school police officers who have completed additional training recommended by the Department of Education relating to interaction with all children and adolescents within a school setting.
(v) For school entities or nonpublic schools that apply for funding for school police officers under subsection (c.1), give priority to school entities and nonpublic schools that utilize school police officers who satisfy all of the following:
(A) Are retired Federal agents or retired State, municipal or military police officers.

(B) Are independent contractors of the school entity or nonpublic school.
(C) Are compensated on an hourly basis and receive no other compensation or fringe benefits from the school entity or nonpublic school.
(D) Have completed such annual training as shall be required by the Municipal Police Officers' Education and Training Commission pursuant to 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training).
(E) Are in satisfaction of the requirements of section 111.
(F) [Have] In the case of a school entity, have been indemnified by the school entity pursuant to 42 Pa.C.S. § 8548 (relating to indemnity).
(G) Are utilized by a school entity or nonpublic school that has not employed a school police officer within the three years immediately preceding the effective date of this clause. Nothing in this clause shall be construed to impact on grant decisions for school entities, municipalities or local law enforcement agencies that apply for funding for hiring of school police officers pursuant to subsection (c.1).

(3) The office shall provide all targeted grant agreements to the Department of Education's comptroller for review and approval prior to awarding the grant. The school entity, municipality, local law enforcement agency or approved vendor shall provide the office with full and complete access to all records relating to the performance of the grant, and shall submit, at such time and in such form as may be prescribed, truthful and accurate information that the office may require. The office shall conduct a thorough annual evaluation of each program for which a grant under this section is made. The office shall seek repayment of funds if it determines that funds were not utilized for the original stated purpose.

(e) The sum appropriated annually to the Department of Education for the purpose of making targeted grants under this section shall be allocated as follows:
(1) Forty percent of the sum shall be allocated for grants under subsection (c).
(2) Sixty percent of the sum shall be allocated for grants under subsection (c.1).

(f) As used in this section, "school entity" shall have the same meaning given to it under section 222(c).

Appendix D– 24 PS § 7-778

SCHOOL CODE REGULATION – School Police Officers

Section 2. Section 778 of the act, amended or added June 25, 1997 (P.L.297, No.30) and July 4, 2004 (P.L.536, No.70), is amended to read:

Section 778. School Police Officers.--(a) Any school entity or nonpublic school may apply to any judge of the court of common pleas of the county within which the school entity or nonpublic school is situated to appoint such person or persons as the board of directors of the school entity or administration of the nonpublic school may designate to act as school police officer for said school entity or nonpublic school. The judge, upon such application, may appoint such person, or so many of them as he may deem proper, to be such school police officer and shall note the fact of such appointment to be entered upon the records of the court. The judge may, at the request of the school entity or nonpublic school, grant the school police officer the power to arrest as provided in subsection (c)(2), the authority to issue citations for summary offenses or the authority to detain students until the arrival of local law enforcement, or any combination thereof.

(a.1) Any school entity or nonpublic school which employs a school police officer under this section shall report annually to the Department of Education, Office of Safe Schools, the following information regarding school police officers receiving training as required under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training):

(1) The identity of the school entity or nonpublic school and the number of school police officers it employs.
(2) The municipalities comprising the school entity or in which the nonpublic school is located.
(3) The date and type of training provided to each school police officer.

(b) Every school police officer so appointed shall, before entering upon the duties of his office, take and subscribe to the oath required by the seventh article of the Constitution, before an alderman or justice of the peace or prothonotary. Such oath shall be filed by the justice of the peace, alderman, or prothonotary among his papers, and a note made upon his docket of the fact of the oath having been taken.

(b.1) Every school police officer who has been granted powers under subsection (c)(2) or (3) or has been authorized to carry a firearm must, before entering upon the duties of his office, successfully complete training as set forth in 53 Pa.C.S. Ch. 21 Subch. D or have graduated from the Pennsylvania State Police Academy and have been employed as a State trooper with the Pennsylvania State Police.

(c) Such school police officer so appointed shall severally possess and exercise all the following powers and duties:

(1) To enforce good order in school buildings, on school buses and on school grounds in their respective school entity or nonpublic school. For purposes of this clause, the term "school bus" shall include vehicles leased by the school entity or nonpublic school to transport students and vehicles of mass transit used by students to go to and from school when the school police officer is responding to a report of an incident involving a breach of good order or violation of law.

(2) If authorized by the court, to exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the municipality wherein the school property is located.

(3) If authorized by the court, to issue summary citations or to detain individuals until local law enforcement is notified.

(d) Such school police officer shall, when on duty, severally wear a metallic shield or badge with the words "School Police," and the name of the school entity or nonpublic school for which appointed. Such shield shall always be worn in plain view when on duty except when employed as detective.

(e) The compensation of such school police officers shall be paid by the school entity or nonpublic school for which the school police officers are respectively appointed, as may be agreed upon between the board of school directors or administration of the nonpublic school and the school police officer.

(f) School entities or nonpublic schools and municipalities may enter into cooperative police service agreements pursuant to 42 Pa.C.S. § 8953(e) (relating to Statewide municipal police jurisdiction) and 53 Pa.C.S. § 2303 (relating to intergovernmental cooperation authorized) to authorize the exercise of concurrent jurisdiction with local law enforcement within the municipality where the school or school entity or nonpublic school is located or within the municipality in which a school event or activity will take place.

(f.1) (1) If a school is located within a municipality where no municipal police department exists, the school entity or nonpublic school may enter into a cooperative police service agreement pursuant to 42 Pa.C.S. § 8953(e) and 5 3 Pa.C.S. § 230 3 with a municipality providing full-time police coverage that is located adjacent to the school. At least thirty (30) days prior to executing a cooperative police service agreement under this subsection, the school entity or nonpublic school shall provide written notice of its intent to enter into the agreement to the municipality where the school is located. A copy of the executed agreement shall be provided to the commanding officer of the Pennsylvania State Police installation that provides primary police services to the municipality where the school is located.

(2) A cooperative police service agreement entered into under this subsection shall only pertain to actions taken on school property pursuant to the agreement and shall not affect the jurisdiction of the Pennsylvania State Police.

(g) When acting within the scope of this section, school police officers shall, at all times, be employees of the school entity and shall be entitled to all of the rights and benefits accruing therefrom.

(h) Nothing in this section shall be construed to preclude a school entity or nonpublic school from employing other security personnel as the school entity or nonpublic school deems necessary.

(i) As used in this section, "school entity" shall have the same meaning given to it under section 222(c).

Appendix E – Basic Education Circular

Background Checks of Prospective Employees; Conviction of Employees of Certain Offenses

Act 24 of 2011 Changes to 24 P.S. §1-111

PURPOSE
Act 24 of 2011 (Act 24), signed into law on June 30, 2011, significantly amended Section 111 of the Pennsylvania Public School Code, which requires background checks for employees of public and private schools, intermediate units and area vocational-technical schools (AVTS), including independent contractors and their employees. The purpose of this circular is to provide school administrators with guidance concerning the duties imposed on them as the result of these important amendments.

BACKGROUND
Added to the School Code by Act 34 of 1985, Section 111 for the first time required background checks for prospective employees of public and private schools, intermediate units and AVTS, including independent contractors and their employees, except those employees and independent contractors and their employees who have no direct contact with children.

For ease of reference, unless otherwise specified, this circular refers to all persons who are subject to the provisions of Section 111 as "school employees," regardless of the person's actual employment position.

Under the 1985 law, prospective school employees who were residents of Pennsylvania were required to obtain state police background checks and non-resident prospective school employees were required to obtain federal background checks. The 1985 law expressly exempted any school employee who was employed as of the law's effective date (January 1, 1986) from obtaining state or federal background checks as a condition of continued employment. The law also provided that once a school employee had obtained a background check, the school employee would not be required to obtain a new background check to transfer to another school in the same school district or established and supervised by the same organization. Under the Charter School Law, passed in 1997, 24 P.S. § 17-1724-A, all individuals (which the law states expressly includes volunteers) having direct contact with children must have Section 111 background checks.

Section 111 was substantially amended by Act 114 of 2006 to require state and federal background checks for all prospective school employees. Act 114 also clarified that the definition of employee includes, without limitation, teachers, substitutes, janitors, cafeteria workers, independent contractors and their employees, and bus drivers, unless such persons have no direct contact with children. These amendments also specified that student teacher candidates must have Section 111 background checks before participation in any classroom teaching, internship, clinical or field experience.

The primary responsibility for ensuring that the requirements of Section 111 are met for each school entity falls upon school administrators and those other persons responsible for employment decisions in the school entity. Section 111 requires that the school administrator or other person responsible for employment decisions in a school entity review the background check reports and determine whether prospective employees, contractors or their employees are barred from positions in which they will have contact with children before hiring the applicant or before contracting. The reports must be kept on file by the school administrator, together with a notation as to who reviewed the report.

Under the previous version of Section 111, in effect before September 28, 2011, no person was to be employed at a public or private school, intermediate unit or AVTS if the criminal background check indicated that he or she had been convicted of a Section 111(e) offense in the five years preceding the criminal history report. Section 111 also specifies that student teacher candidates are not permitted to participate in classroom teaching, internship, clinical or field experience if Section 111 would prohibit their employment as a teacher. Under these provisions, administrators of educator preparation programs are required to review background checks for student teacher candidates to determine whether the student teacher candidates are suitable for field experience.

Section 111 authorizes the Department to determine violators of the section and, following a hearing, assess a civil penalty on a school administrator of up to $2,500 for any willful violation of Section 111. The Department has previously issued a Basic Education Circular describing the procedures that will be followed by the Department when investigating alleged violations of Section 111. *See Basic Education Circular 24 P.S. § 1-111 Violations of Background Checks.*

The Department's guidance concerning enforcement matters will be separately updated at a later date to reflect the additional requirements of Act 24.

Despite the important safety features of Section 111, before the passage of Act 24, Section 111 contained a number of limitations that restricted the criminal history information that was available to school administrators. Most importantly, because the provisions of Section 111 have previously applied only to prospective school employees and exempted current school employees from coverage, any school employee who has been continuously employed in the same school district since 1986 has not been required to have any background check. Any school employee hired between 1986 and 2007 continuously employed in the same school district has had to have only a state background check, unless he or she was a non-resident.

These exemptions may have been perceived as potentially disparate treatment of current and prospective employees. In addition, since Section 111 requires background checks only at the time of application, and permits background checks to be up to a year old at the time of application, school administrators may not have been sure if a prospective school employee had been arrested or convicted since the date of the background check.

ACT 24 REQUIREMENTS

Intent

The Act 24 amendments to Section 111 are designed to enhance the safety of students. These changes include additions to the list of the most severe offenses contained in subsection (e), for which there is now a lifetime ban on employment; broadened protections to ensure that those convicted of similar offenses under former laws and outside of Pennsylvania are also included; a tiered system for offenses in addition to the lifetime bans included in Section 111(e); and the creation of reporting requirements for current and prospective employees arrested or convicted of Section 111(e) offenses. Importantly, the amendments provide school administrators with the information they need to know as to whether or not employees have been arrested for or convicted of Section 111(e) offenses. Another consequence of Act 24 is to equalize the treatment of current and prospective employees with respect to disclosure of arrests for or convictions of Section 111(e) offenses.

Brief Summary of Key Provisions

The Section 111 amendments made by Act 24 were effective on September 28, 2011.
Act 24 adds several additional offenses under the Pennsylvania Crimes Code that specifically qualify as Section 111(e) offenses, including such offenses as institutional sexual assault, luring a child into a motor vehicle or structure, and solicitation of minors to traffic drugs.

The amendments also clarify that, in addition to the specifically listed offenses, similar offenses under the laws or former laws of the United States, one of its territories or possessions, another state or the District of Columbia, Puerto Rico, foreign nations or under a former law of Pennsylvania, will also constitute Section 111(e) offenses.

The amendments also increase the period of disqualification for Section 111(e) offenses. The previous version of the law prohibited a school employee from being employed where the school employee's background check showed that the school employee had been convicted of a Section 111(e) offense within five (5) years of the date of the background check. Under Act 24, a person convicted of a Section 111(e) offense is permanently excluded from school employment if he or she has been convicted of a Section 111(e) offense at any time.

The Act 24 amendments include an important mechanism to help ensure that *current* school employees, who may not have been subject to previous background checks, are now required to provide assurances that they have not been previously arrested or convicted of Section 111(e) offense. Accordingly, under Act 24, the Department was required to develop a form to enable current and prospective school employees to report arrests and convictions of Section 111(e) offenses to their school administrator.

The amendments also require that if a school administrator has a *reasonable belief* that an employee was arrested or convicted of a Section 111(e) offense and the employee has not notified the school administrator of such arrest or conviction, the school administrator must require the school employee to submit to new Section 111 background checks at the expense of the employing entity.

Act 24 also deletes an exemption that had previously permitted certain persons under 21 in a job development or job training program to work at schools for up to 90 days without a background check. These persons will now be required to have the pre-employment background checks required by Section 111.

INSTRUCTIONS TO SCHOOL ADMINISTRATORS CONCERNING THE ARREST/CONVICTION REPORT AND CERTIFICATION FORM PDE-6004

Availability of Form to School Administrators
In accordance with the requirements of Act 24, the Department developed and on September 24, 2011, published in the *Pennsylvania Bulletin* the Arrest/Conviction Report and Certification Form, known as the PDE-6004. The form is available on the Department's website.

Dissemination by School Administrators to School Employees
School administrators are responsible for disseminating the PDE-6004 to their employees. School administrators are urged to make copies of the PDE-6004 available to their current employees as soon as possible, together with instructions on when the form is due. As provided in Act 24, the PDE-6004 must be completed and submitted by any employee of a public or private school, intermediate unit or AVTS who has been arrested or convicted of a Section 111(e) offense after September 28, 2011, within 72 hours of the arrest or conviction.

In addition, by December 27, 2011, the PDE-6004 must be completed and submitted by all current school employees indicating whether or not they have ever been arrested or convicted of a Section 111(e) offense.

The PDE-6004 must be returned to the school administrator at the address specified when PDE-6004 was provided to the employee. School administrators should also note to school employees that the PDE-6004 should not be submitted by employees directly to the Department. With respect to applicable reporting by year end, the Department urges school administrators to make sure that the form is completed by school employees and is submitted to the school administrator as soon as possible, and in no event later than the statutory deadline of December 27, 2011. Any delay in collecting the forms may delay the identification of persons who should not be allowed to have contact with children.

School Administrator Forms
School administrators should return their own PDE-6004 to the person or entity that is responsible for hiring them.

Employment Applications
Although not specifically required by Act 24, the Department strongly recommends that school administrators require prospective school employees to submit the PDE-6004 as part of an employment application.

Independent Contractors/Student Teacher Candidates
School Administrators are required to have the PDE-6004 completed and returned by independent contractors and their employees, including, without limitation, PIAA-registered sports officials. All PIAA sports' officials, as independent contractors, must complete the PDE-6004 for all PIAA member schools by Tuesday, December 27, 2011.

To assist PIAA-registered sports' officials in this process, the PIAA has developed an interactive PDE-6004 for submission to the PIAA Officials' database and is available by clicking on this link: http://www.piaa.org/officials . This form will be saved in the PIAA Officials' database and will be able to be accessed by all PIAA member schools. Higher education administrators are required to have the form completed and returned by student teacher candidates.

Arrests
The intent of the PDE-6004 is to provide school administrators with information concerning certain past acts of people who have direct contact with children. In that context, the Department takes a broad view of what constitutes an arrest. The established law in Pennsylvania is that an arrest is accomplished by any act of law enforcement personnel that indicates an intention to take a person into custody and subjects the person to the control of the person making the arrest. Accordingly, an "arrest" does not require, for example, that a person have been to a police station or have been fingerprinted. Whether or not charges have been subsequently withdrawn or an incident shows on the background check also is not determinative of whether or not it was an arrest for purposes of Act 24. It is important to keep in mind that the arrests that must be reported according to PDE-6004 are for Section 111(e) crimes only, crimes such as criminal homicide, kidnapping, among other severe crimes, for which there should usually be little confusion as to whether or not an arrest has actually taken place. The Department recommends that if any school employee has any doubt about whether or not there was an arrest, he/she should err on the side of disclosing the event. It will be the school administrator's responsibility to inquire into the circumstances of the reported event.

Non-Section 111(e) Offenses/Expunged Records
In accordance with Act 24, the PDE-6004 does not require a school employee to report an arrest or conviction for any offense not specified under Section 111(e). Specifically, the report does not require employees to report arrests or convictions for offenses that are enumerated under Section 111(f.1).

In addition, it is the Department's view that Act 24 and PDE-6004 do not require an employee to disclose an arrest or conviction that has been legally expunged in accordance with applicable law. School administrators and school employees should be cautioned, however, that not all criminal charges are legally capable of being expunged or, if capable of being expunged, have actually been legally expunged. School administrators are advised to consult their solicitor in the event that an employee claims that an arrest or conviction has been expunged.

Refusal to Return Form
If a school employee refuses to return the PDE-6004, Section 111 requires that the school administrator direct the employee to submit to the state and federal background checks required under Section 111.

School administrators should consider discipline of the employee for failure to submit the PDE-6004, for failure to submit to a required background check, or for failure to report an offense that was required to be reported.

School administrators who willfully fail to ensure that school employees return the PDE-6004 in accordance with Section 111 and fail to order background checks for those refusing to return the PDE-6004 may be subject to the penalties of Section 111 and appropriate educator discipline proceedings.

SCHOOL ADMINISTRATOR REVIEW OF SUBMITTED PDE-6004
School administrators are required to review PDE-6004 forms submitted and determine if the report discloses any information that requires further action. The PDE-6004 should be kept in the employee's personnel file together with a notation as to the school administrator who reviewed the PDE-6004.

Incomplete, Unclear or Altered Forms.
If a PDE-6004 submitted by a school employee is incomplete, unclear or altered, the administrator should follow-up with the employee for further information and require the resubmittal of the form if necessary. For example, if the employee has noted a positive response in Section 2 of PDE-6004 (*e.g.*, to report an arrest or conviction) and has failed to indicate whether the positive response was for an arrest or conviction, the administrator should ask the employee to provide this information.

If the school employee fails to comply with resubmittal or clarification instructions, the school administrator should treat the action as a failure to submit the PDE-6004 and require the employee to be subjected to a background check.

Reports Indicating a Conviction
Section 111(e) states that "no person subject to this act shall be employed" in a school where a criminal background report indicates he/she has been convicted of a Section 111(e) offense.

If a PDE-6004 indicates a conviction for a Section 111(e) offense, the administrator should initiate termination proceedings in accordance with local procedure.

Reports Indicating an Arrest
If the PDE-6004 indicates an arrest for a Section 111(e) offense, the school administrator likely would need to inquire further into the facts underlying the arrest. Section 111 does not specifically require the termination of employees for arrests for Section 111(e) offenses.

False Reports
False reports under Section 111 are subject to criminal prosecution. A school administrator who believes that a school employee has falsified the PDE-6004 should report the matter to the district attorney where the school is located and to the Department for consideration of professional discipline.

BACKGROUND CHECK FOR REASONABLE BELIEF OF SECTION 111(E) ARREST OR CONVICTION
If a school administrator has a reasonable belief that any school employee was arrested or convicted of a Section 111(e) offense and the school employee has not notified the school administrator of such arrest or conviction, the school administrator must require the school employee to submit to new Section 111 background checks at the expense of the employing entity. School administrators should consider discipline of any employee who fails to submit to a required background check. School administrators who willfully fail to order background checks for those school employees whom they reasonably believe may have been arrested or convicted of a Section 111(e) offense may be subject to the penalties of Section 111 and/or educator discipline proceedings.

REPORTS TO THE DEPARTMENT
Under Section 9.1 of the Professional Educator Discipline Act (24 P.S. § 2070.9a), the superintendent, assistant superintendent, executive director of an IU, chief administrator of an AVTS, or career and technology center, administrator of a charter school, or their designees, are required to report to the Department all instances of employees reporting an arrest or conviction noted on the PDE-6004 or which is otherwise known to them as the result of background checks or otherwise. The report must be made on a mandatory report form which can be found on the Department's website. The report form must be filed within 30 days of the receipt of information concerning the arrest or conviction and must include all available information concerning the indictment or conviction.

The completed mandatory report form with supporting documentation should be sent to: Pennsylvania Department of Education, Office of Chief Counsel, 333 Market Street, 9th Floor, Harrisburg, PA 17126-0333.

REFERENCES:
Purdon's Statutes: 24 P.S. § 1-111 and 24 P.S. § 2070.1a *et seq.*
State Board of Education Regulations: 22 Pa. Code, Chapter 8

BUREAU/OFFICE CONTACT:
School Services Office
Office of Elementary/Secondary Education
Pennsylvania Department of Education
333 Market Street, 5th Floor
Harrisburg, PA 17126-0333
Phone: 717 783 3750

Appendix F

School Police Officer
Employment Accuracy Certification Statement

School Entity:

Chief School Administrator:

President, Board of School Directors:

We certify that no school police officer has been employed at this school entity from July 1, 2011 to July 1, 2015.

OR

A school police officer has been employed at this school entity since _____.

Signature of Chief School Administrator	Date

Signature of President, Board of School Directors	Date

EMPLOYMENT ACCURACY CERTIFICATION STATEMENT MUST BE UPLOADED TO EGRANTS WHEN THE APPLICATION IS SUBMITTED.

Appendix G – School Police Officer

Contractor/Vendor Accuracy Certification Statement

School Entity:

Chief School Administrator:

President, Board of School Directors:

We certify that the vendor selected to provide the school police officer is a PDE Office for Safe Schools approved contractor and will not receive any other compensation or benefits from this school entity.

Signature of Chief School Administrator	Date

Signature of President, Board of School Directors	Date

CONTRACTOR AND HOURLY WAGE ACCURACY CERTIFICATION STATEMENT MUST BE UPLOADED TO EGRANTS WHEN THE APPLICATION IS SUBMITTED.

Appendix H

Retired Federal Agent or State, Municipal or Military Police Officer
Accuracy Certification Statement

School Entity:

Chief Vendor Administrator:

Chief School Administrator:

We certify that the selected individual is a retired federal agent, state officer, municipal officer or military police officer (PLEASE CIRCLE APPROPRIATE TITLE).

Signature of Vendor Administrator	Date

Signature of Chief School Administrator	Date

RETIRED FEDERAL AGENT OR STATE, MUNICIPAL OR MILITARY POLICE OFFICER ACCURACY CERTIFICATION STATEMENT AND SUPPORTING DOCUMENTATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE VENDOR APPLICATION AS STATED IN APPENDIX O.

Appendix I

Municipal Police Officer Education and Training Commission's Training
53 P.S. Pa. C.S. Ch 21 Subch D
Accuracy Certification Statement

School Entity:

Chief Vendor Administrator:

Chief School Administrator:

We certify that the selected individual has completed the required Municipal Police Officer Education and Training Commission's Training 53 P.S. Pa. C.S. Ch 21 Subch D (relating to police education and training).

Signature of Chief Vendor Administrator	Date

Signature of Chief School Administrator	Date

MUNICIPAL POLICE OFFICER EDUCATION AND TRAINING COMMISSION'S TRAINING 53 P.S. PA. C.S. CH 21 SUBCH D ACCURACY CERTIFICATION STATEMENT AND SUPPORTING DOCUMENTATION MUST BE MUST BE SUBMITTED WITH THE VENDOR APPLICATION AS STATED IN APPENDIX O.

Note: If the selected school police officer is a retired federal agent or military police officer, you must provide a transcript or list of training and education the individual received. The Municipal Police Officer Education and Training Commission will evaluate the information on its equivalency status.

Appendix J

Background Check
Accuracy Certification Statement

School Entity:

Chief Vendor Administrator:

Chief School Administrator:

We certify that the selected individual has satisfied the background check requirements of 24 P.S. § 1-111.

Signature of Chief Vendor Administrator	Date

Signature of Chief School Administrator	Date

BACKGROUND CHECK ACCURACY CERTIFICATION STATEMENT AND CLEARANCES MUST BE MUST BE SUBMITTED WITH THE VENDOR APPLICATION AS STATED IN APPENDIX O. BIRTHDATES AND SOCIAL SECURITY NUMBERS CAN BE SHADED OUT.

Appendix K

School Police Officer
Training on Interaction with Children and Adolescents within a School Setting
Accuracy Certification Statement

School Entity:

Chief Vendor Administrator:

Chief School Administrator:

We certify that the individual selected to serve as school police officer has completed or will complete additional training on interaction with children and adolescents within a school setting.

Signature of Chief Vendor Administrator	Date

Signature of Chief School Administrator	Date

TRAINING ON INTERACTION WITH CHILDREN AND ADOLESCENTS WITHIN A SCHOOL SETTING ACCURACY CERTIFICATION STATEMENT AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED WITH THE VENDOR APPLICATION AS STATED IN APPENDIX O.

Appendix L

School Police Officer
Second Year Funding
Accuracy Certification Statement

School Entity:

Chief School Administrator:

President, Board of School Directors:

We certify that this school entity will include the funding of this position in our school year 2016-17 budget.

Signature of Chief School Administrator	Date

Signature of President, Board of School Directors	Date

EMPLOYMENT ACCURACY CERTIFICATION STATEMENT MUST BE UPLOADED TO EGRANTS WHEN THE APPLICATION IS SUBMITTED.

Appendix M

Climate Survey Participation

Accuracy Certification Statement

School Entity:

Chief School Administrator:

President, Board of School Directors:

We certify that this school entity will administer designated pre and post climate surveys. We will provide the Pennsylvania Department of Education the results in accordance with PDE's Office for Safe Schools' guidance.

Signature of Chief School Administrator	Date

Signature of President, Board of School Directors	Date

CLIMATE SURVEY PARTICIPATION ACCURACY CERTIFICATION STATEMENT MUST BE UPLOADED TO EGRANTS WHEN THE APPLICATION IS SUBMITTED.

Appendix N
School Security Officer Definitions

School Security Programs
Another very common form of school security staffing is the in-house school security officer and/or entity security coordinator or director. The titles of the individuals at the school level tend to vary a great deal from those such as school police officer, school security officer, school safety officer, campus supervisors, security aides, etc. Regardless of their title, many are typically responsible for campus supervision, enforcement of school rules, and related safety tasks.

School Resource Officer means a law enforcement officer commissioned by a law enforcement agency whose duty station is in a school. School Resource Officer are law enforcement officers from local, county or state law enforcement agencies assigned to schools in cooperative agreements with education officials.

School Police Officer means an officer employed by a school entity who has been granted powers under subsection (c)(2), (3)or(4), or any combination thereof. The term does not include a school police officer under section 778.1 or a school security officer under section 778.2. A number of school entities have their own school police departments. These officers are typically hourly wage, in-house school officers with police powers who are employed directly by the school entity rather than directly by a law enforcement agency outside of the school entity.

School Security Officer means a noncommissioned officer employed by a school entity or a vendor who is assigned to a school for routine safety and security duties and who has not been granted powers under section 778 (c)(2),(3) or(4). In-house school security personnel, although sometimes commissioned with limited arrest authority depending upon jurisdiction, qualifications, and other issues, typically are civilian, non-police classified school support personnel without full police powers. In many school systems, these officials are the backbone of school operations with respect to providing school safety support services, enhanced campus supervision, assistance with disruptive students, monitoring visitors, coordination with law enforcement officials, and a host of other functions geared toward improving and maintaining school safety.

Appendix O – Vendor Application

This is a fillable pdf form that can be accessed on the Office for Safe Schools' website.

School Police Officer Vendor Checklist

Vendor Name:_____

Address:_____

City:_____

State:_____

Zip Code:_____

Date:_____

☐ Information has been provided for each designated individual officer that will be utilized as a school police officer.

☐ Information has been provided verifying that the designated Individual officer is a retired or former Pennsylvania State Police officer, municipal police officer, federal agent/police officer or military police officer.

☐ Information has been provided verifying that the designated individual officer is a graduate of the Pennsylvania State Police Academy.

☐ Information has been provided verifying that the designated individual officer has completed such annual training as shall be required by the Municipal Police Officers' Education and Training Commission (MPOETC) pursuant to 53 Pa. C.S. Ch 21 Subch. D (relating to Municipal Police Education and Training).

☐ Information has been provided verifying any additional law enforcement-related training (including but not limited to: Conducted Electrical Weapon certification, expandable baton, Employment of Oleoresin Capsicum) the designated individual has received.

☐ Information has been provided verifying that the designated individual officer has Training on Interaction with Children and Adolescents within a School Setting.

☐ Proof has been provided verifying that the designated individual is in satisfaction with the requirements of section 111 - Background Checks of Prospective Employees; Conviction of Employees of Certain Offenses.

☐ Information has been provided verifying compliance with:
- Act 34 – PSP Request for Criminal Records Check
- Act 151 – DPW Child Abuse History Clearance
- Federal Criminal History Record Information (CHRI) in a manner prescribed by the DOE

☐ Proof has been provided verifying that the vendor has indemnity insurance covering the designated individual.

☐ Information has been provided verifying that the designated individual has current First Aid certification.

☐ Information has been provided verifying that the designated individual has current Cardio Pulmonary Resuscitation (CPR) certification and Automated External Defibrillator Certification Training,

☐ Information has been provided verifying that the designated individual, if they are to be armed, has current weapons qualification.

☐ An affidavit has been provided from the designated individual which indicates that he or she has no criminal or civil litigation pending in which they are listed as suspects or defendants, and that if such a matter is currently pending, lists the details specific to the event.

☐ All designated individuals have signed a nondisclosure agreement regarding the operation and administration of the school and its police service, and all information related to it.

☐ Information has been provided verifying that the designated individual has a valid and current Pennsylvania Driver's Licenses.

Vendor Name:_____

Point of Contact:_____

Contact Telephone Number:_____

Contact Email:_____

Address:_____

City:_____

State:_____

Zip Code:_____

Date: _____

Officer's Name: _____

Officer's Social Security Number: _____

Officer's Age: _____ **(mm/dd/yyyy)**

Designated School to be stationed: _____

Address1:_____

Address2:_____

City:_____

State:_____

Zip Code:_____

School Point of Contact:_____

Point of Contact's Position:_____

Point of Contact's Phone Number:_____

Attach Documentation verifying qualifications.

Updated: September, 2014