

*Region No. 16's version of this policy to consider/modify.*

## **Students**

### **Armed Security Guards**

Through Public Act 13-188, Regional School District #16 has approved the hiring of Armed Security Guards and authorizes the placement of armed security guards in each of the school buildings to provide for the safety and security of students and school personnel during the school day as well as times that the Superintendent deems necessary. The Armed Security Guard ("ASG") is an employee of the Regional School District #16 Board of Education (the "Board") and shall support the school administration and staff in maintaining a safe and positive school environment. The ASG reports to the building principal, and ultimately to the Superintendent of Schools. At the discretion of the Board, the ASGs are authorized to carry firearms.

The function of the ASG is to assist the administration and other school staff in promoting a safe, non-threatening school environment, including assisting in the prevention of school violence. The ASG shall be charged with taking steps to safeguard and protect the school community and school property. The ASG shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property, vandalism, abuse, arson or trespass. The specific qualifications, duties and responsibilities for the position of ASG shall be those set forth in the ASG job descriptions and BOE policy, as may be amended from time to time in the discretion of the Board, consistent with state and federal law.

The Board's policy and any applicable administrative regulations shall be subject to all applicable federal and/or Connecticut laws, as may be amended from time to time. In the event that any portion of this policy or the applicable administrative regulations is determined to be contrary to the provisions of any such federal and/or Connecticut law at any time, the Board shall promptly review and revise the policy and administrative regulations as may be necessary to comply with such federal and/or Connecticut laws.

The Superintendent will adopt and maintain administrative regulations to implement this policy.

**Legal Reference:** Connecticut General Statutes  
10-220 Duties of boards of education  
10-233a through 10-233f Suspension, removal and expulsion of students,  
as amended by PA 95-304, PA 96-444, and PA 98-139  
53a-3 Definitions  
53a-217b Possession firearms and deadly weapons of school grounds  
PA 13-188 An Act Concerning School Safety  
PA 15-168 An Act Concerning Collaboration Between Boards of  
Education and School Resource Officers and the Collection and Reporting  
of Data on School-Based Arrests

**Policy adopted:** July 18, 2018  
cps 8/18

**REGIONAL SCHOOL DISTRICT NO. 16**  
Beacon Falls and Prospect, Connecticut

*The administrative regulation developed by Regional School District No. 16 to accompany its policy.*

## **Students**

### **Armed Security Guards**

#### **I. PURPOSE:**

The Board will work in cooperation with the law enforcement agency/police department in the placement of Armed Security Officers in its high/middle/elementary schools. The objectives and qualifications of Armed Security Guards set forth by the policy/regulation and job description drafted shall be subject to approval by the Board. It is understood and agreed that the Board of Education and the Local and State Police Department officials share the following goals and objectives with regard to the Armed Security Guard (ASG) Program in the schools:

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage ASGs to attend extra-curricular activities held at schools, when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur at school and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.
6. To be involved in the development of District and school safety/crisis plans.

#### **Duties include, but are not limited to:**

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of district property, students, staff and persons and property on or about district property or while attending district-sponsored activities.

## **Students**

### **Armed Security Guards (continued)**

#### **II. POLICY:**

##### **A. Essential Responsibilities:**

1. Patrol
2. School-based Services
3. Student Affairs
4. Parking Enforcement
5. Administrative

##### **B. Specific Responsibilities**

###### **1. Patrol**

- a) Armed First Responder, conduct security patrols of all school grounds.
- b) First Responder to all emergencies on campus to protect life and property.
- c) First Responder to all emergencies at any of Region 16 schools.
- d) Conduct preventive patrols and routine security checks of all school grounds and structures.
- e) Look for possible criminal activity, persons needing assistance as well as maintenance issues. Report any maintenance issues to the Facilities Department.
- f) Detain persons who commit criminal offenses in the presence of security guards and turn custody over to the Local or State Police Department.
- g) Respond to all emergencies on school grounds and request additional response if needed.
- h) Armed Security guards shall assist in Criminal Investigations, complaints and reports.

###### **2. School Services**

- a) Secure (arm/disarm) alarms in most administrative and academic buildings on a set schedule throughout the week if directed by school administration.
- b) Secure and unlock buildings upon request by faculty, staff and facility personnel.
- c) Ensure that any hazard/incident may be made as safe as possible including attempting to remedy the situation entirely.
- d) Serve as the emergency notifying agency for facilities related issues.
- e) Work with responding personnel (Local and State Police, Fire Department, Utilities, EMT's, Paramedics) in handling emergencies at schools including medical emergencies.

## **Students**

### **Armed Security Guards (continued)**

#### **B. Specific Responsibilities**

##### **2. School Services (continued)**

- f) Set up barricades and other traffic controls to assist various facilities projects and arrange for the towing of vehicles out of restricted areas.
- g) Perform any other duty as directed by the Superintendent, School Administration and/or their designee.

##### **3. Student Affairs**

- a) Respond to all reported disturbances, emergencies, and suspicious circumstances in the school, classroom, related structures or events and report findings when necessary.
- b) Assist Administration/Staff in handling uncooperative or confrontational, and non-affiliates on school grounds.
- c) Perform room, locker, book bag and person (s) searches as required in the presence of administrators.

##### **4. Parking Enforcement**

- a) Enforce all parking regulations in school grounds and parking lots.
- b) Patrol the parking areas during the enforcement hours.
- c) Request local authorities to tow or ticket vehicles found in violation of the parking regulations (offense warrants).

##### **5. Administrative**

- a) Document in a report any individual found disturbing the school or committing minor criminal offenses or violating school regulations of criminal/threatening manner. When appropriate, forward this report to Local/State Police, and the office of School Administration or District Office.
- b) Complete all required reports and associated paperwork in a timely, accurate, and complete fashion.
- c) Comply with and enforce administrative policies and procedures.
- d) Comply with Region 16 emergency protocols, policies, and procedural handbook.
- e) Additional tasks can be asked to perform tasks such as cafe duty, camera monitoring, escorting students, in-school suspension monitoring, halls sweeps, etc.
- f) Perform any other duty as directed by the Superintendent, School Administration and/or their designee.

## **Students**

### **Armed Security Guards (continued)**

#### **III. Mandatory Qualifications and Requirements:**

**A. Regional School District #16 has approved the hiring of Armed Security Guards through Public Act 13-188. Armed Security Guards employed by Regional School District #16 must possess the qualifications set forth in this act.**

#### **B. Armed Public Safety Officer shall be:**

1. Retired members of an organized local, state or federal government agency as a law enforcement officer, defined by section 53a-3 of the general statute, 13 USC § 926C – Carrying of concealed firearms by qualified retired law enforcement officers pursuant to the standards of the Connecticut Public Act. 13-188.
2. A local, state or federal law enforcement officer for an aggregate of 15 years or more, and separated from such service in good standing.
3. A local, state or federal law enforcement officer for an aggregate of 10 years or more, and separated from such service in good standing, due to a service-connected disability.

#### **C. Armed Security Guards shall possess:**

1. Current State of Connecticut Pistol Permit.
2. HR 218 yearly verified qualification.
3. Current State of Connecticut Driver's License.
4. Basic computer skills.
5. Effective written and verbal communication skills.
6. Excellent interpersonal and human relation skills.
7. Ability to work independently and exercise good judgment and common sense appropriate to the related circumstances.
8. Ability to understand and carry out verbal and written instructions and prepare accurate and clear information for comprehensive report preparation.
9. Ability to deal with diverse groups of people.
10. Ability to maintain confidentiality of job related information.
11. Ability and willingness to work rotating shifts covering all days of the week and all hours of the day including weekends and holidays.
12. ASG will be in an identifiable Region 16 uniform, carry his/her personal firearm approved under HR 218, and possess appropriate security equipment as necessary.

## **Students**

### **Armed Security Guards**

#### **III. Mandatory Qualifications and Requirements: (continued)**

##### **D. Armed Security Guards shall submit to and successfully satisfy:**

1. Extensive background investigation including work history and criminal history.
2. Psychological evaluation.
3. Physical examination and drug screening.
4. Complete and successfully pass a peer interview and oral interview(s).

#### **IV. Mandatory Documentation Requirements:**

- A. A letter or certificate stating that the candidate is a graduate of an approved Police Officer Standards and Training (P.O.S.T.) and/or State Police Academy.
- B. A letter of recommendation from the candidates previous Police Chief indicating that he/she served as a local, state or federal law enforcement officer for an aggregate of 15 years or more, and separated from such service in good standing, or a letter of recommendation from the previous Police Chief indicating that the candidate served as a local, state or federal law enforcement officer for an aggregate of 10 years or more, and separated from such service in good standing, due to a service-connected disability.
- C. Current State of Connecticut Pistol Permit.
- D. Current State of Connecticut Driver's License.
- E. DMV driving record history.

#### **V. Physical Requirements:**

- A. While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body.
- B. Be able to reach overhead.
- C. Be able to work in various positions, including but not limited to, stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time.
- D. Be able to lift, pull and push materials and equipment to complete the assigned job task.
- E. Be able to lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.
- F. While performing the duties of this job, the employee may be exposed to extreme weather conditions prevalent at the time for an extended period of time.

## Students

### Armed Security Guards

#### III. Mandatory Qualifications and Requirements: (continued)

- G. Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus.
- H. Be able to meet multiple demands from several people and interact with the public and other staff.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The hiring process will involve a committee which includes Region 16 staff and Local/State/ Law Enforcement Officers. Background checks as well as an interview process will be required as per BOE regulations and Public Act 13-188. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regulation approved:  
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July 18, 2018

REGIONAL SCHOOL DISTRICT NO. 16  
Beacon Falls and Prospect, Connecticut

