



Technology Department

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MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Vision: Believe we can succeed, with pride we will achieve.

Mission: The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.



HB 3 Requirement

Armed Security Officer

House Bill 3 mandates that all public school districts have an armed security officer at each campus during school hours.

Good Cause Exception:

If a district is unable to meet this requirement due to financial or staffing constraints, it can claim a "good cause exception" and develop an alternative plan.

Alternative Options:

The alternative plan can include using school marshals or guardians, who are trained employees or contracted individuals authorized to carry firearms.

June Regular Board Meeting – CKE Local Policy Updated to amend School Guardian program.



[TASB FAQ Armed Officers](#)



[TxSSC HB3 Armed Officer](#)



[TEA School Based Law Enforcement](#)

Guidelines & Procedures



Eligibility Requirement



Training and Evaluation Requirements



Board Consideration and Approval



Renewal & Termination

School Guardian Program

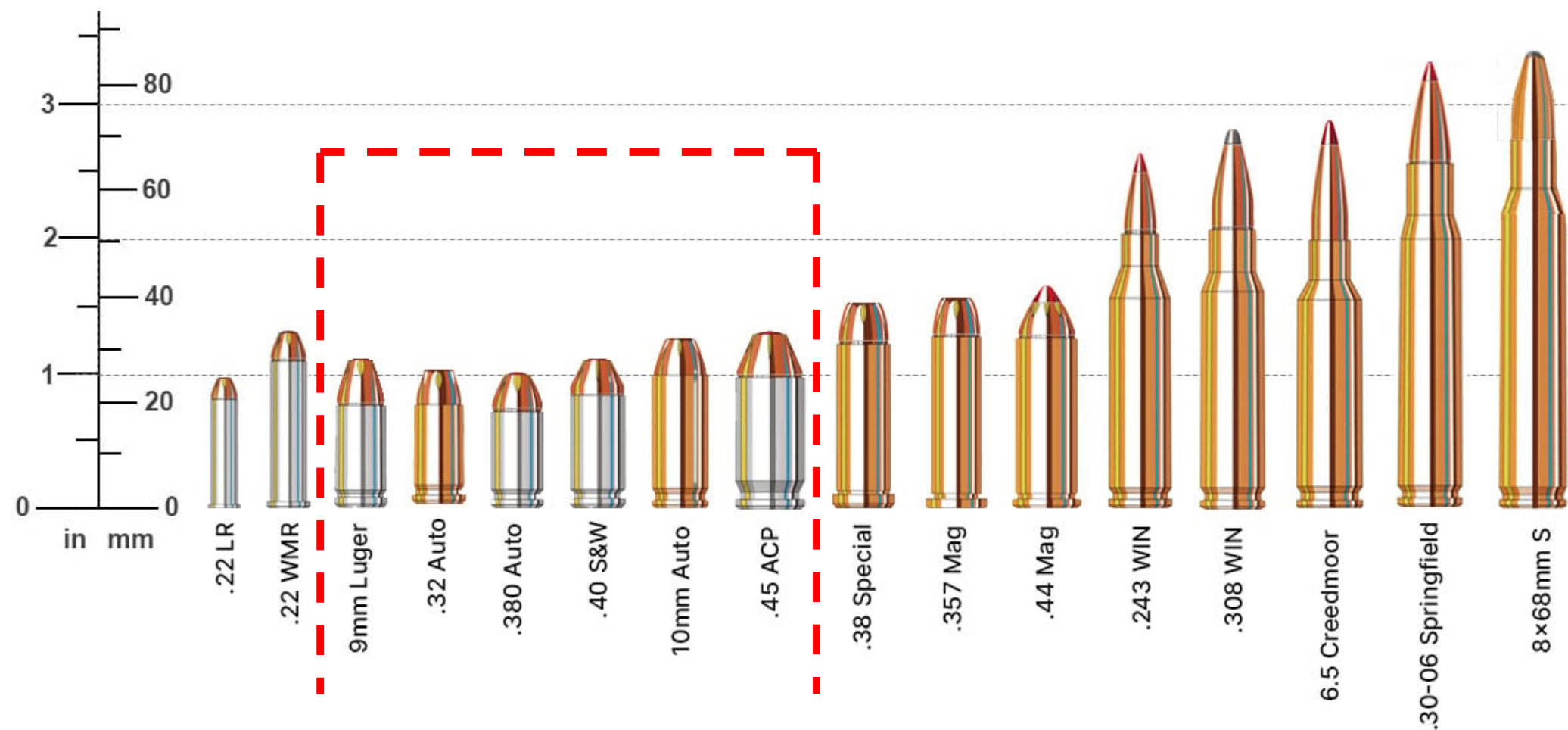


Next Steps

1. HR Internal Communication – Stipend
 - 100% voluntary
2. Initial Training and Evaluation – District Expense
 - Superintendent Review
 - Confidentiality Agreement
 - Initial Live Shooting Training
 - 3 days, 8 hr/day
 - \$1,750+(\$600/candidate)
 - 300 rounds of ammunition per candidate (\$75-\$140)
 - Psychological Evaluation
 - Online or In-Person
 - \$600/candidate
3. Superintendent makes recommendation to School Board

Program Goals & Other Details

- 1 per campus, 2 district-wide = 5 minimum.
- \$2,500 School Guardian Stipend
- District On-Going Expenses
 - Recurring Training 1 day – 8 hr - 100 rounds
 - Shooting Range Sessions – 4 minimum, up to 8 sessions per year, 50 rounds each.
 - Practice Ammunition (FMJ)
 - Live Ammunition (JHP)
- Guardian
 - Must have a valid LTC (License to Carry).
 - Must supply their own firearm, preferably 9mm to 45 ACP
 - Firearm must be inspected by certified trainer or armorer annually.



Ammunition Caliber

Type	Usage	Notes
Jacketed Hollow Points (JHP)	On-campus	Must be district approved
Full Metal Jacket (FMJ)	Training only	Round nose or ball type
Frangible Ammunition	Prohibited	Not allowed on campus or at the range
Prohibited Types	Prohibited	Includes Black Talons, armor-piercing, tracer rounds, etc.



Ammunition Type



School Guardian Plan

I. General Provisions

- a. **Purpose:** In alignment with Board Policy CKC (Emergency Operations Plan), these procedures establish the framework for implementing the Tornillo ISD School Guardian Program. The Board of Trustees is committed to protecting students, staff, and visitors by authorizing a select group of qualified District employees (“Guardians”) to carry firearms on school property, as permitted under Texas Penal Code §46.03(a)(1)(A). This authorization is intended to enable Guardians to respond swiftly and effectively to emergencies involving imminent threats of serious bodily harm or loss of life.
- b. **Voluntary Participation:** Participation in the School Guardian Program is entirely voluntary. No District employee shall be compelled to participate, nor shall any employee face criticism, reprisal, or discrimination for opting out. Employees currently serving as Guardians may withdraw from the program at any time by submitting a written request to the HR Department.

II. Definitions

- **Handgun:** As defined in Texas Penal Code §46.01(5), a handgun is any firearm designed, made, or adapted to be fired with one hand.
- **Possession:** Refers to actual care, custody, control, or management of a firearm.
- **School Premises:** Includes all property owned or leased by Tornillo ISD.



III. Authorized Personnel

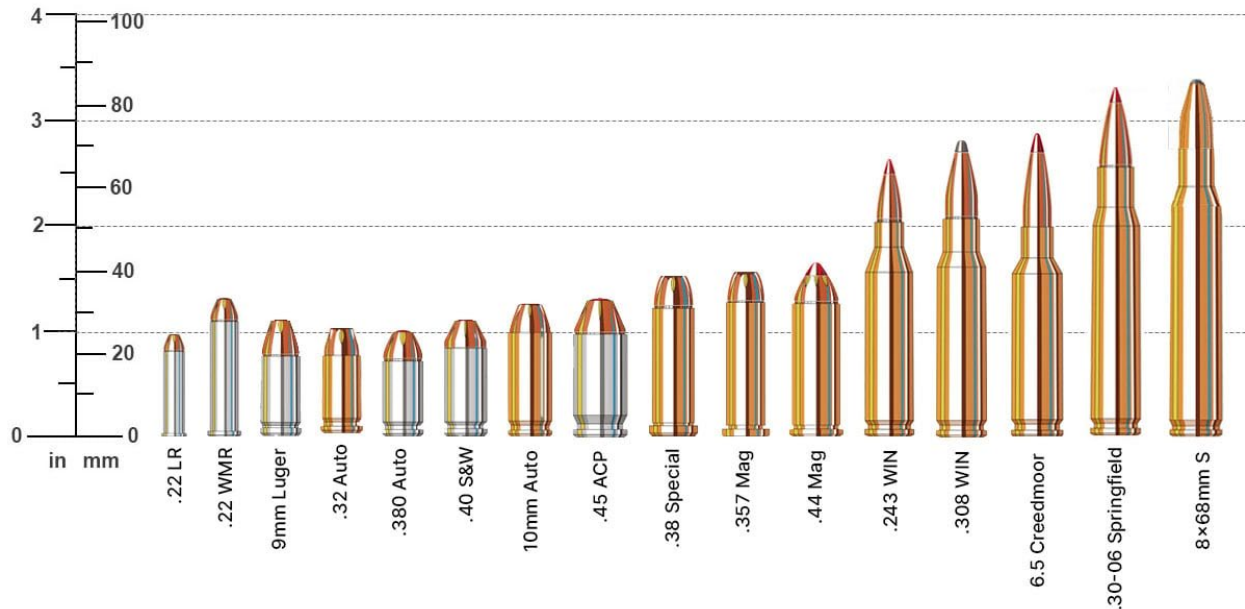
- a. **Initial Eligibility:** The Superintendent will recommend eligible District employees for participation in the Guardian Program to the Board of Trustees. The Board will determine the **number of Guardians** based on District needs and available qualified personnel. To qualify, an employee or School Board Member must:
 1. Hold a valid License to Carry (LTC) issued by the Texas Department of Public Safety.
 2. Demonstrate physical and mental readiness to respond to high-stress, active shooter scenarios.
 3. Respond to the HR department's internal communication regarding the School Guardian Program stipend to formally express interest in participating.
- b. **Initial Training and Evaluation:** Before being considered for designation, candidates must:
 1. Sign a confidentiality agreement prohibiting disclosure of program details or personal participation.
 2. Undergo **psychological evaluation** as determined by the district and receive a favorable recommendation.
 3. Successfully complete District approved **live shooting training**.
- c. **Board Approval:** Upon completion of all requirements, the Superintendent will present the candidate's name and documentation to the Board of Trustees for final approval. No individual may serve as a Guardian without Board authorization.
- d. **Compliance Monitoring:** The Superintendent **or designee** will conduct periodic reviews to ensure Guardians remain compliant with program standards. Any violations will be documented and reported to the Board.
- e. **Renewal of Authorization:** Guardian status expires annually on the anniversary of Board approval unless formally renewed.
- f. **Termination of Authorization:** The Board may revoke Guardian status at any time, for any reason. The Superintendent may suspend authorization pending



Board review. Authorization automatically terminates upon resignation, separation from the district, or suspension/revocation of the LTC.

IV. **Training and Equipment Requirements**

- a. **Annual Training:** Guardians must complete annual District **designated training from qualified providers**. Initial training must include:
 - Prevention strategies for school shootings and victim protection.
 - Handgun use in high-stress scenarios.
 - Safe storage practices to prevent child injury.
 - Firearm use in crowded environments involving children.
 - Proficiency enhancement with handguns.
- b. **Range Practice:** Guardians must complete at least **four shooting range sessions annually up to eight sessions, 50 rounds per session**. Administration will coordinate scheduling and documentation.
- c. **Firearms:** Guardians must supply their own firearm (**preferably 9mm to 45 ACP**). Firearms must be **inspected by a certified trainer or armorer** prior to Board approval and periodically thereafter. Firearms must be:



- Concealed on the Guardian's person, or
- Secured in a locked safe within immediate reach during duty hours.

Guardians may carry with or without a chambered round. If the firearm is stored in a room, the room must be closed and locked when unattended.

d. Ammunition: Only approved ammunition may be used:

Type	Usage	Notes
Jacketed Hollow Points (JHP)	On-campus	Must be district approved
Full Metal Jacket (FMJ)	Training only	Round nose or ball type
Frangible Ammunition	Prohibited	Not allowed on campus or at the range
Prohibited Types	Prohibited	Includes Black Talons, armor-piercing, tracer rounds, etc.



FMJ
(Full Metal Jacket)

VS

HOLLOW POINT



- e. **Authorization Card:** Guardians must carry their LTC and District-issued Guardian Authorization Card whenever armed.
- f. **Stipend:** Designated Guardians may receive an annual stipend to offset personal expenses, subject to Board approval and funding availability.

V. Confidentiality

- a. **Non-Disclosure:** Guardian identities—including applicants and former participants—are confidential and may only be disclosed to individuals with a verified need to know. All recipients of such information must sign a non-disclosure agreement. The district will neither confirm nor deny any employee's participation in the program. These procedures are also confidential.
- b. **Need-to-Know Personnel:** Authorized recipients may include:



- School Board Members
- Superintendent
- Public Safety Department
- School Attorney
- District-approved trainers
- Campus Principals
- Designated local law enforcement
- Current Guardians

c. **Agreement Form:** A fully executed Confidentiality and Non-Disclosure Agreement is required before any confidential information is shared.

VI. Active Shooter Response

- a. **Firearm Use:** Guardians may only display or use a firearm when, in their judgment, such action is necessary to prevent or stop an offense posing imminent danger of serious bodily injury or death to students, staff, or visitors.
- b. **Communications Plan:** The Superintendent will develop a communications protocol for coordination between Guardians and local law enforcement during active shooter events. All Guardians must install the emergency notification app to receive secure group messaging. Access links will be provided exclusively to authorized Guardians to preserve confidentiality.

VII. Law Enforcement Coordination

- a. **Implementation Support:** The Superintendent will use discretion in coordinating the Guardian Program with appropriate local law enforcement agencies to ensure effective integration and response planning.