Approved by Superintendent: ________________

Approved by School Board: ________________

Revised: May, 2016
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Post Orders
1.0 Authority of School Security Guard (SSG)

Purpose: This order serves to delineate the role of the school security guard.

“School Security Guard” means an individual employed by the local school board for the purpose of access control to buildings, preventing crime, assist with maintaining order and discipline whether in school or at school sponsored events, and is responsible for the safety, security and welfare of students, staff and visitors.

School Security Guards operate within the policies and procedures of the Pemberton School District, New Jersey Statute, Attorney General Guidelines for Schools, New Jersey Department of Education regulations and the annual Memorandum of Understanding between the police department and the district. Current job descriptions are maintained by Human Resources and can be found on-line. Job titles as of this issuance are: Security Chief, Assistant Chief, School Security Guard, Attendance Officer, and Security Systems Operator. A designation of Lead Security has been established at the high and middle schools as a stipend position.
Security personnel are not sworn law enforcement officers and do not have the commensurate authority.

Any employee aware of an SSG grossly or improperly using authority or failing to accept authority shall report such actions through the chain of command immediately.

1.01 Performance Standards

Purpose: This order establishes acceptable standards of performance for SSGs.

School Security Guards are expected to perform their duties utilizing methods established during the training process, acceptable business and professional practices, and in accordance with PTBOE policy and regulation and state law.

Any instances of malfeasance, misfeasance or nonfeasance, as defined below, may result in disciplinary action, up to and including termination:

- Malfeasance is an act of misconduct, such as theft by the security officer or falsifying records.
- Misfeasance includes improper and/or unlawful performance of an act that in itself is proper and/or lawful, such as the use of excessive force or restraining persons without specific need.
- Nonfeasance is the willful non-performance of expected duties, such as the failure to conduct patrols of the facility as assigned,
failure to abide by post orders, or failure to complete required reports.

Pemberton Schools expects its security staff to perform their duties professionally and with consideration and respect to all students, staff, parents and other visitors.

1.02 Personal Code of Ethics

Purpose: This order presents a standard of ethics for security staff which will enhance and promote professionalism and credibility of the department and individual security personnel.

As a Pemberton School Security Guard I agree to:

• Maintain the highest level of professional standards as a Pemberton School District Security Guard and conduct myself with honesty and integrity at all times toward all people.
• Show respect for my work and contribution to my school and offer my best efforts every day by presenting pertinent, accurate and objective information.
• Keep confidences about school and student business. I will avoid gossip and harsh criticism of others and consistently offer an attitude of understanding and respect.
- Follow the chain of command for offering suggestions or making complaints about working conditions. i.e. (security chief → building administrator → appropriate Central Office Administration).
- Listen carefully and allow people to give me information without interrupting them or arguing with them.
- Honor my school and its resources and not squander, steal or damage its assets.
- Be punctual and honor the value of time.
- Accept responsibility for the duties assigned and collaborate in a spirit of teamwork to accomplish goals.
- Continually improve as a person and a security professional through educational programs.
- Exhibit high moral character and not engage in behavior that might reduce value to the district in the eyes of the public or school community.

1.03 General Duty Conduct

Purpose: This order establishes the department’s expectations for behavior by security staff.

- Shall not shirk their duties in any situation where the public or a co-worker might be subjected to physical danger, unless incapacitated themselves, or doing so would cause serious injury to themselves.
• Security staffers shall not at any time use their position for personal or financial gain or advantage.
• Security staffers shall remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, illegal narcotics or conflicts arising from off-duty employment.
• Staffers, while on duty, shall not engage in any activity or personal business that could cause them to neglect their duty. This includes, but is not limited to: use of cell phones for personal affairs, reading, watching TV or surfing the internet.
• SSGs serve in order to protect lives and property, preserve the peace, enforce the rules established by a school and/or board, and assist the public in any reasonable request.
• SSGs shall identify themselves to any person requesting that information.
• SSGs will maintain a valid mailing address and must notify Human Resources of their telephone number, address and any changes as soon as possible.
• SSGs will complete thoroughly and submit in a timely manner, all forms and reports required by the department or district.
• While on duty, SSGs will be at their assignment and shall notify other SSGs and administrators of any changes or arising issues. Portable radios will be in possession during duty time, properly charged and on the correct channel.
• SSGs will use proper radio protocol set forth by the department and in compliance with FCC regulations.
• SSGs will maintain any issued/used equipment in clean and operable condition.
• Tobacco use is prohibited in or on all PTBOE property, including district vehicles.
• SSGs who encounter lost property shall secure the property with the school’s lost and found. Reasonable effort will be made to identify the owner. Property of significant value will be turned over to the building principal.
• SSGs may use force to protect self or others, and/or district property. The minimum force reasonably necessary to accomplish those purposes is to be employed.
• Physical restraint will be used following current training guidelines.
• SSGs are to keep all complaints, student, parent and staff information or other official business confidential.
• SSGs will be proficient in the use of email and electronic reporting. Email accounts are to be checked daily.

1.04 Uniforms and Equipment

Purpose: To ensure that all SSGs wear authorized uniforms and adhere to appearance standards.

No SSG, unless on duty or traveling to or from duty, will wear or possess any part of the district’s uniform or equipment without authorization by the Security Chief.
No SSG will wear or display, while on duty, any article not approved by the Chief. Guards are to wear the issued security shirts and outerwear, along with denim, black, tan, gray or navy blue slacks and safety shoes as detailed in the current work contract.

Appearance is crucial in presenting a professional demeanor. Clothes will be cleaned, wrinkle-free, well-fitting and in good repair. Shoes should be clean or polished. Personal hygiene and grooming will be maintained.

SSG(s) issued a cellular phone are to have it on and in possession when on duty, and when directed, off duty. Any loss of uniforms or equipment, including keys and ID cards, is to be immediately reported to the Security Chief. SSGs may be financially responsible for loss or destruction of items.

All issued clothing and equipment are to be returned to the Security Chief upon termination of employment.

1.05 Training

Purpose: To ensure that all SSGs are trained according to regulation and policy.

The Pemberton Schools Security Department provides mandatory training that supports the job descriptions of staff. SSGs must complete new hire orientation training under the direction of Human Resources. Additionally, SSGs and security substitutes must be trained on security
procedures, verbal de-escalation, physical restraint techniques, and emergency response. All SSGs will be certified in CPR/AED and any other training as directed. Successful completion of all training is required to maintain employment in the security department. Additionally, state mandated training is delivered via GCN on-line training.

SSGs should be involved in identifying needed or desired training and present those suggestions to the Security Chief for consideration.

1.06 Duty Time Records

Purpose: To ensure SSGs properly document work and leave time in order to guarantee appropriate coverage and compensation.

SSGs are required to report or request any absence through the district’s “Subfinder” system. Those without computer access or those that may fall ill shortly before reporting time shall leave a voice message for the Security Chief on both office and cell phones. It is the responsibility of each SSG to obtain those numbers on the first day of employment.

SSGs must sign in at their respective assignments daily. Any duties outside regularly scheduled duty will be paid via voucher. Vouchers must be filled out and submitted to the Security Chief as soon as possible.
Leave time is granted in accordance with current contractual obligations. Proof of reason for leave may be required.

1.07 Radio Communications

Purpose: To ensure that SSGs utilize two-way radios in a method that provides for clear, concise information exchange. To maintain district wide communication via base radios.

“The use of plain language in emergency response is a matter of public safety, especially the safety of first responders and those affected by the incident. The ability of responders from different jurisdictions or disciplines to work together depends greatly on their ability to communicate with each other.” (NIMS Alert 002-06)

All radio (and public address) communications are to use plain English. Personnel should be identified by name, title, current assignment or physical location.

Example: “Parking lot to camera room. Could you check the monitors for a red vehicle behind the wood shop?” If communicating sensitive or confidential information, it is preferable to do so in person or via telephone, whenever feasible. Remember that people with scanners may hear your radio transmissions.
Rules to remember:

- Make sure the channel is clear of other transmissions and organize your thoughts before transmitting.
- Keep all transmissions brief and to the point.
- Depress the microphone switch fully and wait a second before starting to speak.
- Speak distinctly and pronounce words carefully.
- Talk at a conversational level; do not shout (unless there is loud background noise).
- Avoid uncivil, angry, abusive, derogatory, sarcastic or profane remarks.
- Use official titles, units or locations to identify transmitter and receiver.

Base radios are maintained and monitored at the main office of each school, the Central Administration building, Browns Mills #1 building, the transportation office, and the Pemberton Police Department. Each radio shall always remain on the emergency channel (#1) and the volume kept at a level to ensure it can be heard by office personnel.

Each month, a radio test is performed. Same will be conducted by the Systems Operator or designee, and responses or issues recorded. Any problems are to be relayed to the Security Chief.
1.08 Electronic Communication

Purpose: To ensure that SSGs use email and computers in a method that provides effective communication and thorough reporting.

SSGs are required to have an assigned email account. SSGs are expected to use their assigned email accounts daily to receive and deliver important work-related information consistent with the district’s Acceptable Use Policy.

The district and the security department often send information or request information via email. SSGs are to reply immediately when such information is received. SSGs are encouraged to use email to communicate non-emergency information to the Chief, building administrators, and fellow SSGs.

SSGs hired before the new requirements that are not computer literate are expected to seek instruction and training, formal or informal, to gain the ability to use email, create reports, and send both electronically.

All reports are to be on the templates provided and sent electronically.

2.00 Detention of Persons

Purpose: To ensure an understanding of the responsibilities and limitations of school security guards while detaining students in violation of the law or board policies.
SSGs are not sworn law enforcement and have no more authority to arrest for violations of the law than an ordinary citizen. As a Pemberton District SSG, you are not authorized to detain anyone for violations of the law.

Should you witness a crime, immediately notify the building administrator and ask for back-up by another SSG, if available. The principal, assistant principal, or Security Chief will determine if the police are to be notified in accordance with the Attorney General’s Directive and the current Memorandum of Understanding. Victims of a crime are permitted to file charges with the appropriate law enforcement authority.

SSGs witnessing violations of school or board policies will inform the student or visitor and attempt to have them comply with policy. If that is unsuccessful, ask the violator to come to the administrator’s office. If the violator does not comply, continue to monitor their activities and keep others informed of the situation.

In both situations a disciplinary referral and a Security Information Report (SIR) should be completed and submitted.

If a student’s actions are such that they pose a danger to themselves, staff, or others, physical restraint may be used. Authorized restraint techniques are to be utilized when possible. When not possible due to violent circumstance, location or other factors, only the minimal amount of force to contain the situation is to be used. Prolonged restraint requires the submission of a Restraint Report to the building
administrator. The administrator will review and forward the reports to the Director of Special Education and the Security Chief.

SSGs are not permitted to use any device to aide in the detention or restraint of a student unless approved by the Director of Special Education and the Security Chief. (Refer to board policy)

The department trains SSGs in verbal de-escalation techniques and whenever possible those techniques are to be used to bring a situation under control. Hands-on control is used as a last resort in the above noted situations. A calm professional demeanor, fair and consistent treatment of students, and an established rapport are necessary to obtain compliance and should be a daily part of the SSGs comportment.

2.01 Recovered Evidence/Contraband/Property

Purpose: To bring a basic understanding of due process and to ensure proper chain of custody.

Any SSG who finds or recovers suspected controlled dangerous substances (CDS), shall maintain custody by securing substance(s) in a lockable, inaccessible location, preferably a safe or specified file drawer until possession is turned over to the responding police officer. As per the Attorney General guidelines, all CDS possession requires a police response. (The only exception is a voluntary relinquishment in furtherance of substance abuse treatment. That action must be before any suspicion or action by staff.) The building administrator must be contacted first, then the police department or assigned SRO will be
called. The item will be photographed and the photo included with the submitted report. Any subsequent disciplinary investigation must not interfere with any on-going police investigation.

Any item taken from a student for a violation of policy will be documented, securely retained and disposed of consistent with policy and common sense.

Any items used for a police investigation will be handled as noted above. Items such as hats, cell phones, etc. will be turned over to the building administrator for either return to the parent/guardian or destruction and disposal, as dictated by policy. Include in the Security Information Report the disposition of each item. If contraband is recovered/found but not associated with student discipline or police action, it will be thrown away. (Again, except for illicit substances.)

Any item recovered that is not contraband (lost and found) will be retained for an established reasonable amount of time to give the rightful owner the opportunity to claim it. If of value, it must be secured. If unclaimed, it will be disposed of in a suitable manner which may include donation or destruction. (Care should be taken to ensure the donated items are not distributed in the district area. It may cause undue embarrassment for the recipient, or a confrontation by the rightful owner.)

No SSG may achieve personal gain from the recovery or confiscation of any contraband or found item.

1."Controlled dangerous substance" means a drug, substance, or immediate precursor in Schedules I through V, any substance the distribution of which is specifically prohibited in N.J.S.2C:35-3, in section 3 of P.L.1997,
c.194 (C.2C:35-5.2) or in section 5 of P.L.1997, c.194 (C.2C:35-5.3) and any drug or substance which, when ingested, is metabolized or otherwise becomes a controlled dangerous substance in the human body. When any statute refers to controlled dangerous substances, or to a specific controlled dangerous substance, it shall also be deemed to refer to any drug or substance which, when ingested, is metabolized or otherwise becomes a controlled dangerous substance or the specific controlled dangerous substance, and to any substance that is an immediate precursor of a controlled dangerous substance or the specific controlled dangerous substance. The term shall not include distilled spirits, wine, malt beverages, as those terms are defined or used in R.S.33:1-1 et seq., or tobacco and tobacco products. The term, wherever it appears in any law or administrative regulation of this State, shall include controlled substance analogs.”

2.02 Report Preparation

Purpose: To ensure that SSGs complete thorough, concise, accurate documentation of actions and situations.

Any report or statement about a school-related incident will be written in a manner so that an uninvolved reader will readily understand details about who was involved, what happened, when and where it happened and why it happened. Reports are to be an objective collection of facts. SSGs should not include opinions, and statements are to reflect only what the writer knows first-hand. All SSG reports will be typed on the Security Information Report Form (SIR) and are submitted both electronically and via interoffice mail.

If instructed to collect statements, ensure that they are legible and include all necessary information. Do not “coach” or tell witnesses what to write; merely ask open ended questions to get as much information as possible. For example: “What was the person wearing? What did they say exactly?” The writer will sign and date the end of the statement, leaving no space between the last punctuation and the beginning of the name. The SSG will draw a diagonal line from the end
of the signature/date to the end of the paper and initial the end of that line. This is to prevent any additions to the statement. A supplemental statement can always be created, following the same procedure.

Disciplinary write-ups may be hand-written or computer generated and will be legible on all copies. Copies are dispersed according to the notations on the form.

2.03 Surveillance Systems

Purpose: To ensure that security staff understands the proper use and operation of surveillance systems used in the Pemberton School District.

Camera systems are generally designed to serve as an investigative tool and as a limited deterrent. Cameras shall not be placed where people have an expectation of privacy. In limited situations, cameras may be used in such locations for investigative purposes, after proper authority for its use has been obtained. Only the Security Chief, or person designated by the chief, will conduct such investigations.

The high school and middle school have a system of cameras designed to monitor student and visitor behavior in common areas. SSGs will monitor those cameras in accordance with the current schedule. No security staff should monitor a surveillance room for more than an hour at a time, as attention and observation skills will wane.
In each camera room, a hard bound ledger will be maintained. In it, each SSG or visitor to the room will sign in/out. Additionally, all requests for security assistance, review of footage, camera inoperability or any information of importance will be documented.

No unauthorized persons shall be permitted in the camera rooms, or to view captured footage. In general, security staff, police and administrators may view clips and cameras. All others require the permission of the Security Chief or Superintendent.

The Pemberton Township Police Department shall have access to the camera system via a supervisor’s patrol car to aid in emergency response.

Please refer to operations manuals and hands on training provided by the Security Systems Operator for specific use of each system (ONSI at the HS, and Panasonic at the others.)

Any video footage that is to be retained for disciplinary procedures will be copied to a suitable medium. One copy will be given to the administrator handling the discipline and one copy to the Security Chief. Copies are to be retained until the conclusion of any and all due process. If no procedures are on-going, same will be destroyed after 90 days, as per the district’s solicitor.

Any video retained for law enforcement purposes will copied to suitable medium. Two copies will be given to the Security Chief; one to be properly transferred to law enforcement and one retained in department files until the adjudication of the case.
Cameras will be monitored from 7am to 4pm school days. Cameras record during the 24 hour period. Cameras and SMS programs will be checked the first work day of the week at each site. Check for camera operation, focused lenses, network connections and intercom operation. Notify the Systems Operator or Security Chief of any issues immediately.

2.04 Visitor Procedures

Purpose: To ensure proper access control to district buildings, to document visitors and establish a district-wide procedure.

The Pemberton School District recognizes the importance of guardian and community involvement, but must balance that with a safe and secure school environment. Visitors are encouraged to call the building administrator for an appointment. This will speed the entry process and ensure that the subject of the visit is available to meet.

A bell and intercom system exists at each school, the Central Administration Building, and the Transportation Office. Most have a camera encompassed in the intercom system. When a visitor arrives, the bell and intercom should be easily visible with signs directing the visitor to ring the bell and await a response. Staff monitoring the door will:

- Check the camera monitor (either CCTV or desktop) to visually see who is at the door.
• Depress the lighted button and ask the visitor for their name and the purpose of their visit. “Hello. May I help you?”
• If satisfied with that exchange, the SSG will press the door release and direct the visitor to report to the main office. The SSG must watch the camera to ensure visitors come directly to office.
• If the visitor is known, staff will sign the visitor in using the log book and provide a visitor badge.
• If the visitor is unknown, the person must produce a photo ID. Only driver’s licenses, military ID, or other government issued ID cards are acceptable. The SSG will notate in the log that the ID was checked. Staff will sign the visitor in and provide the visitor with a badge.
• If the person monitoring the door is not satisfied with the answers provided by the visitor, his or her demeanor, or notes suspicious activity, the monitor must contact the building administrator to handle the situation. Do not admit such persons into the building.
• Once a visitor is in the office, have staff escort the visitor to the meeting place. At no time should any employee hand out floor plans to buildings.
• Call the visitor’s desired destination to ascertain if they are welcome at this time.
• Persons encountered in the school without a visible district ID card or visitor badge should be “greeted” and asked to produce the badge and/or the purpose of the visit. Offer to escort or give clear direction to the desired location. In HS and MS, inform the camera room.
- Persons picking up students will be verified as authorized via the Genesis system and/or emergency cards. Persons not authorized will be referred to the building administrator.

**Report non-compliant or suspicious persons to the main office/administrator or security command immediately. **

**Schools with the Visitor Pass System (T-Pass) shall follow the below directions for entry.

- Once at the system, visitors will have picture taken via web-cam for inclusion in the database. Picture need only be taken once.
- The ID card (driver’s license or military identification) will be scanned into the system.
- This system automatically flags registered sex offenders. A “VOID” message will appear on screen. Contact a building administrator (or Security Chief if no administrator is present) and ask the visitor to wait. Merely tell the visitor there is a problem with the system. Do not alert them to the “hit” on their information. Administrators should glean information from the visitor to confirm that the “hit” is in fact the person present. If the person is a registered sex offender, that person should be told of the restrictions that will be imposed, i.e. a meeting will have an observer, they will be escorted for the duration of their visit or they will be denied entry and other arrangements will be made.
- Visitors who are not flagged will have a pass label printed-out which will include their picture, name, date and destination.
• Instruct the visitor to wear the pass in a visible place at all times in the building and to sign out when the visit is complete.
• In the event of an emergency evacuation, a report indicating visitors to the building will be printed and taken to the building administrator at the outside assembly point.

2.05 Camera Room & Camera Alarm Procedures

Purpose: To detail the proper response to camera alerts in each building and to ensure operability of equipment.

If a door is opened without proper authorization, an audible alarm will sound and a camera facing that door will appear on the monitor.

Immediately check the monitor to ascertain if it is a student, staff, or unauthorized visitor. If unknown, alert the proper personnel – main office, security, and/or police.

Every 20-30 minutes, clear the alarms list on the activities log of the program. Enter status and your initials in the field provided.

School offices are outfitted with “panic buttons” to alert security staff to an immediate threat to safety. Security monitoring cameras will check the camera and call 9-1-1 if students or staff is in jeopardy.

If the situation cannot be determined visually, call that office. If no answer, call 9-1-1. Advise the dispatch of the name of the building, its street address and specific location in the building of the trouble and
that a panic alarm was activated. Give as much information as possible, utilizing the cameras and any reports from others in the area.

Ask for another SSG to come to the camera room to assist. If the problem requires police contact, notify the “sister” school in the campus area of the event and have that school take necessary precautions. If an armed intruder is known to be the reason for the panic alert, a lockdown will be called and any district buildings in the area will lockdown.

For specific emergency actions refer to the District Emergency Plan available on-line or in hard copy in the main office.

The Systems Operator will check the AMAG system daily for unauthorized activity and investigate any incidents that warrant attention.

At the beginning of each day, the Systems Operator or High School/Middle School camera room SSGs will review a random camera/time video clip to check for unusual activity and to confirm that the surveillance system operated properly during the night.

2.06 Building Access/Security

Purpose: To maintain the access control system and ensure properly secured buildings in the district.
At no time shall doors be propped open. It not only allows for unauthorized entry, it also disrupts the security system.

Do **Not** open doors for unknown person(s).

Hall gates should be engaged after the late buses depart for the day.

Night custodians, second shift SSGs and SSGs working special events should be alert for unlocked interior doors and suspicious packages.

* **Suspicious packages should not be disturbed. Notify a supervisor immediately and secure the area.***

Upon initially arriving for duty, SSGs will check the building and grounds for any damage or suspicious packages.

Staff in the HS & MS will notify the camera room for all security related matters. Incidents and requests will be noted in the log.

Outside groups utilizing school buildings after normal hours may be required to have school security on site, as determined by the Facilities Use Committee.

All deliveries must first report to the main office to sign in. Drivers may then move to a location better suited to off-load any delivery.

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**2.07 Missing Student/Staff**

Purpose: To delineate a coordinated and effective response to missing persons on district property.
If a child is reported missing from school:

- Check with the office to determine if the child was signed out.
- Obtain as much information as possible; which door was used to exit, clothing worn etc.
- Contact the middle school command center so they can review exterior cameras.
- Notify the building administrator and the Security Chief.
- Remind the administrator to make a PA announcement calling for the child.
- Pull the child’s photo and guardian information from Genesis.
- Print a copy of the child’s schedule, and interview teachers/staff working back from the current point in the schedule.
- Check exterior areas such as playgrounds and ball fields.
- Contact the bus garage (transportation see below).
- Contact police.
- Contact guardians.

If a child is reported missing from bus/bus stop:

- Contact the transportation office.
- The Office will radio every driver to confirm the child is not on any district bus. The Office should utilize a check off list to ensure all buses are contacted.

All must take care that radio transmissions are not overheard by parents or other students so as not to create unnecessary alarm.
• Ask children on the assigned bus for any information regarding the whereabouts of the missing student. Do not offer information, ask for information.
• Seating charts are required for each bus, every day, to allow for ease of response whether regular driver or a substitute. Photos of students are included in route sheets.
• Contact Police.

If the situation is a possible abduction, or involves a child with special needs, call the police department FIRST.

Missing Staff:

If a staff member has not arrived at work and has not been heard from to request a day off (confirm with HR), call the staff member’s home. If there is no answer, contact the Security Chief. The Chief will contact the local jurisdiction or go to the staff member’s house to check on their well-being.

If a staff member signed in for work and cannot be located during the work day, check obvious locations first: office, main office, nurse, bathroom, break room. Check the parking lot for their vehicle. Vehicle lists and permits are kept via database at each school and in the Security Chief’s office. If the vehicle is in the lot, check the interior. If the staff member is still not located, call the Security Chief.
2.08 Use of Metal Detectors

Purpose: To guarantee that metal detection is used appropriately and effectively by staff.

The Pemberton School District has at its disposal both hand held and portable walk-through metal detectors. The detectors may be used to investigate a specific incident, or for random checks. These tools are used at the direction of building administrators and the Security Chief.

To properly use the walk-through metal detector:

- Set up in area that allows ample room to form a queue and observe the people in that queue.
- Have table and bins for people to put exterior clothes and other belongings on/in before moving through the machine.
- If alarm activates, have person turn pockets inside out, remove hat or any obvious metal (belts; large jewelry) and shoes and return through the machine. Check the items removed for contraband.
- If alarm still sounds, use the hand-held to pinpoint the source of the alarm.
- If the alarm still activates, obtain their name and have an administrator take over.

If a visitor, do not allow entry if source of alarm cannot be determined.
Under no circumstances will clothing be removed to determine source of alarm (except outer wear and shoes). If a weapon is suspected, the principal/administrator may conduct a pat down for weapons or ask the SRO or local police to conduct the pat down for articulable safety reasons.

To properly use a hand-held detector:

- Hold the device 2 to 3 inches from the subject.
- Start at the top of the head and work down. (Weapons can be concealed in mouths.) Outline the body, including under arms, on one side. Repeat on the other side. Pass the wand over the front and back of the person.

Be systematic and take your time. SSGs are responsible for the portable walk-throughs being properly charged and ready for deployment, and for batteries in the hand-held wands.

If searching a backpack, pocketbook or other tote, first ask the owner if the property belongs to them. Ask if there are any objects that are sharp or pointy that may hurt you. Check the outside pockets and work in. Be systematic and take your time.

In any search, do not allow people to distract you. Wear gloves, have a staff witness, and give clear direction.

If a school is conducting a random check, have passes for students who may be late as a result of the process.
2.09 THREAT ASSESSMENT PROCEDURE

Purpose: To provide a comprehensive, multidimensional system approach to assist schools in addressing students who may pose a threat for committing acts of violence and to provide these students with options for intervention.

Potential Team Members

Administrator
Teacher
Guidance Counselor (not the student’s assigned counselor)
Security
Child Study
Police Department
Outside agency (DCP&P, Drenk, etc)

Intake/Screening

Principal conducts screening using Initial Intake and Screening report. Incident may end at this level or continue to Level I.

Level I

A Level I Threat Assessment is initiated at the school level by at least two team members. This screening is recommended for investigation and documentation of concerns about dangerous student activities, behaviors, ideation, and/or statements. A direct threat does not have to be clearly indicated. Use this screening to address concerns and
document their review of potential danger or safety issues, even if dismissed as minor or unlikely.

The annex contains documents to be utilized in the Level I Threat Assessment. Templates will be available on the Security Chief’s eChalk account.

**When to Conduct a Level I Threat Assessment**

The following is a non-exhaustive list of situations in which a school administrator should consider convening a school team to conduct a Level I Threat Assessment:

- When a student is arrested for weapons possession, assault, menacing or harassment, at school or in the community.
- When a student brings or has a weapon at school.
- When information is received that a student may be planning to attack one or more students or staff members at school.
- When a student has directly threatened another student or staff member or has a targeted list.
- When a physical attack by a student did or could have resulted in serious injury to another student or staff member.
- When a student displays an escalating pattern of aggressive/violent behavior.
- When students or staff members report being fearful of a particular student.
• When a student displays a high level of anger clearly inappropriate to a given provocation or event.
• When a student expresses violent ideation in speech, writing, music, or artwork.
• When a student justifies the use of his own aggression or violence to solve a problem.

**Level I Procedure**

• Parent/Guardian (if circumstances dictate) and Teacher/Staff questionnaires will be completed before the screening meeting is held. Guardians will be notified that a screening is being conducted. It will be the determination of the site team participants to determine if participation by the guardian would compromise the process. Please notify the Security Chief or Superintendent if the parent is not being notified.
• Document risk factors and student management needs and create a Student Supervision Plan. The case is tracked by the School Administrator. A copy of the case is to be forwarded to the Security Chief. Law enforcement will pursue any criminal investigation, if appropriate.
• If a particular target has been identified, notify them or their guardian and document steps taken to protect the target.
• If the school site team determines that further assessment is necessary, the building administrator will contact the Security Chief to begin a Level II Assessment.
Level II Screening

- The Security Chief shall assemble a team consisting of a guidance counselor or school psychologist, Central Office Administrator, teacher and any appropriate outside agency representative.
- The team will review the case to date and make any additional inquiries.
- A draft conclusion will be sent to the building administrator for comment.
- One copy of the final assessment documents will be placed in a sealed envelope marked “confidential” and placed in the student’s file; one working copy will remain with the building administrator to ensure interventions are successfully completed; one copy will be kept at the district level with the Security Chief.

Any dating violence should be handled in accordance with policy 5131.2 which includes directions and report templates.

2.10 Field Trips

Purpose: To ensure that students and staff are safe and have a procedure in case of an emergency while on a field trip.

- Board approval is needed for all field trips.
- Obtain a sufficient number of chaperones: approximately 1 chaperone for every 7-8 children is a manageable span of control.
• Take frequent head-counts of student and adults.
• The building administrator shall have a list of all attending the trip.
• Make sure any medical necessities are provided for to include ensuring an EPI- pen and AED are available if needed.
• At least one certified staff member shall have a cell phone and charger and provide that number to the building administrator.
• Chaperones shall wear the provided chaperone ID cards during the trip and return same to the school at the end of the trip.
• As with any emergency, call 9-1-1. If able, call the building administrator to inform of the emergency.
• For any other situation that requires advice or assistance, call the transportation office, the school or if after 5 pm the night security staff at 609-284-7339 or x 2221. If no response, call the building principal at home, or the Security Chief at 609-217-8745.

2.11 Crossing Guards

Purpose: Outline the duties and procedures for crossing guard assignments.

• To assist children with safe crossing of the street at assigned times and locations.
• To instruct children in safe walking, bike riding, and street crossing.
• SSGs, when assigned to crossing guard duty, must wear provided traffic vest or raincoat and use the provided “STOP” paddle.
• SSGs must demonstrate clear communication skills, and have no abnormalities in vision or hearing.

**POST ORDERS**

The following are lists and general descriptions of duties that are expected daily by SSGs during normal situations:

**Camera Room/Main Office**

SSGs will be diligent in watching the surveillance cameras. Any large gathering of people, suspicious people, packages or activities will be immediately reported to other SSGs via radio and/or building administrator. The camera room/main office is “dispatch” location for security issues. Calls for assistance will be handled by the camera room and noted in the log*. In the high school and middle school, the camera room may not be left unattended during school hours. At the elementary schools, SSGs may leave the camera monitor area to investigate any noted activity.

*The log will include date, time, description of incident or call, caller’s name and number and who is handling the issue. The person making the entry will initial immediately after the entry. Subsequent entries related to an incident will be referred to by date and time.
Front Entry

SSGs at the high school and middle school are responsible for the proper administration of the T-Pass System. (see 2.06)

SSGs at the elementary schools will staff the front door and sign in/out visitors at specific times of day determined by the building administrator and Security Chief.

Perimeter

SSGs will periodically check, either on foot or in provided golf cart, the exterior of the building, and all school grounds paying particular attention to the parking lot and the cars therein and any occupants.

Interior

SSGs will, when not assigned to above duties, patrol the halls and other common areas enforcing school and board policy. They will check interior and exterior doors (including lockers) to make sure they are closed and locked. Emphasis will be on keeping students on schedule and in their assigned location, interrupting disputes before they become physical, and intervening in physical altercations as trained. Additionally, SSGs will respond to requests for assistance either directly from staff or via the camera “dispatch” room.
Crossing Guard Duty

SSGs must hold a certificate indicating completion of a N.J. Crossing Guard course in accordance with NJSA 40A:9-154.1, or if retired military or law enforcement, obtained Manual Direction of Traffic instruction.

SSGs may be assigned to crossing guard posts in front of “walking” schools. See policy 2.13 for specifics.