



District-Wide School Safety Plan

2022-2023

Cold Spring Harbor Central School District

Dated: September 1, 2022

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CSH Central School District

District-Wide School Safety Plan

I. Introduction:

Districts are required by the New York State Education Department (NYSED) to develop a comprehensive district-wide safety plan that is designed to prevent or minimize the effects of serious violent incidents and facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed building level emergency response plans required at every individual school building.

Every year the Board of Education shall appoint members to the district-wide school safety team. Members of this team shall include, but not be limited to, representatives of the school board, teachers, administrators, parents, school safety and other school personnel, community members, and other local first responders. The district safety team will be charged with developing the district-wide safety plan and presenting to the community for an annual public hearing. The approved district wide safety plan will be posted on the district's website and made available to local emergency response agencies.

The district-wide safety plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the district-wide school safety plan will guide the development and implementation of individual building-level emergency response plans. Although the building-level emergency response plans are linked to the district-wide safety plan, in accordance with Education Law Section 2801-a, the building-level emergency response plans will remain confidential and therefore, are not subject to disclosure (FOIL).



II. Elements of the District-Wide Safety Plan

- ✓ Identification of sites of potential emergencies.
- ✓ Plans for responses to emergencies including school cancellation, early dismissal, evacuation, and sheltering.
- ✓ Responses to implied or direct threat of violence.
- ✓ Responses to acts of violence including threats made by students against themselves.
- ✓ Prevention and intervention strategies including: collaborative appropriate training arrangements with law enforcement officials for school safety and security personnel, non-violent conflict resolution training, peer mediation programs, and other school safety programs.
- ✓ Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- ✓ Plans for identification of agency resources and coordination of such resources and personnel available during an emergency.
- ✓ Designation of the Chain-of-Command (Incident Command).
- ✓ Plans to contact parents and guardians including when students make threats of violence against themselves.
- ✓ Dissemination of information regarding early or potentially violent behavior.
- ✓ Plans to exercise and conduct drills to test the building-level emergency response plan, including review of tests.
- ✓ Annual school safety training for staff and students.
- ✓ Protocols for bomb threats, hostage taking, intrusions, and kidnapping.
- ✓ Strategies for improving communication & reporting of potentially violent incidents.
- ✓ A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity.
- ✓ Information about District including population, staff, transportation needs, and telephone numbers of key school officials.
- ✓ Documentation and record keeping.



III. District-Wide School Safety Team

| District-Wide School Safety Team | |
|---|---|
| Name | Title/Department |
| Jill Gierasch | Superintendent of Schools |
| Tara Belfi | Board of Education |
| Christine Costa | Assistant Superintendent for Business |
| Anthony Clements | Director of Facilities |
| Joseph Monastero | Executive Director of Instructional and Administrative Technology |
| Frank Papillo | Security Supervisor |
| Joseph Amendolare | Head Groundskeeper/ Weekend Security Coordinator |
| Dylan Biggs | BOCES Health and Safety |
| Valerie Massimo, Dan Danbusky, Christina Cosme | Building Principals |
| Julie Cooper | Teacher Representative |
| TBD | Parent Organization Representative |

IV. Responsibilities of the District Safety Team

The district-wide safety team, or designated others, will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend proactive measures to maintain a safe school environment. The team also has the responsibility for auditing the district-wide school safety plan to determine its success in violence prevention. Some of the team’s primary responsibilities include:

- Recommending training programs for students and staff in violence prevention and mental health.
- Disseminating information regarding early detection of potentially violent behavior including information on the identification of family, community, and environmental factors.
- Communicating the plan to staff, students, and members of their respective



organizations as well as bus drivers and monitors.

- Developing response plans to acts of violence and address threats made by students against themselves, including suicide.

V. Building-Level Emergency Response Team

The building-level emergency response team is appointed by the school principal. The major focus on this team is to create, monitor, and update the building-level emergency response plan. Each building's team will include the following representation:

- Principal
- Teachers
- Head Custodian
- Other School Staff
- School Safety Personnel
- Local Emergency Responders (Police, Fire, Ambulance)
- Any other person or emergency responder deemed appropriate

VI. Designation of Chief Emergency Officer

- A. The superintendent, or superintendent's designee as named herein, shall be designated as the district chief emergency officer whose duties shall include, but not be limited to:
- a) Coordination of the communication between school staff, law enforcement, and other first responders;
 - b) Lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
 - c) Ensure staff understanding of the district-wide school safety plan;
 - d) Ensure the completion and yearly update of building-level emergency response plans for each school building;
 - e) Assist in the selection of security related technology and development of procedures for the use of such technology;



- f) Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- g) Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- h) Ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

B. The Chief Emergency Officer is Jill Gierasch, Superintendent.

VII. Identification of Potentially Dangerous/Hazardous Sites:

A. Areas of potential emergencies in and around each building have been identified as appropriate within the building-level emergency response plans. These sites have been mapped or outlined for each building. Generally, or large scale potentially hazardous areas around the district have been identified as follows:

1. The Long Island Rail Road and Cold Spring Harbor train station exist within the boundaries of the district. In the event of a disaster, this could hinder egress through certain routes.
 2. The complexes of the Cold Spring Harbor Laboratory are located within the school district boundaries. These locations could pose a fire, hazard, or other contamination issue.
 3. Utility services including PSEG and National Grid have facilities within the district boundaries. Additionally, high voltage power lines run through sections of the district.
 4. The district is home to large natural water ways including the Long Island Sound and Cold Spring Harbor. Certain areas are susceptible to flooding and this can routinely cause the closing of access to the area of Lloyd Neck.
- B. Each of the District school buildings are maintained in accordance with applicable local, state and federal requirements. Fire inspections of each facility is completed annually by a qualified inspector along with District staff. Any observations or recommendations for increased fire safety are taken seriously and enacted as appropriate.
- C. Potentially dangerous school sites are checked regularly by district staff. An annual visual inspection is done by the District RESCUE Committee. This



inspection includes but is not limited to:

1. Systems Sites (infrastructure)
2. Environmental Problem Sites (potential flooding areas, roof leaks, sidewalks, heating and cooling systems, sidewalks, mold and roof top units)
3. Site considerations- High School
 - Chemical Inventory
 - Kitchen cooking-grease storage

D. In the case of Central Administration, the following are identified as potential issues that would impair normal operations:

1. Power failure/loss of utilities

VIII. Prevention and Response

The School District has implemented strategies for prevention and intervention of violent incidents and for identifying and reducing risks, as well as responding to emergencies including weather or loss of utilities or services. Strategies include:

- A. Annual multi-hazard school safety training for staff and students that includes information on the building-level emergency response plan and violence prevention and mental health. The training shall occur during Superintendent's Conference Days, faculty meetings, and other professional development opportunities. At a minimum, this training shall occur annually prior to September 15 and as needed for new hires, within 30 days of their start date.
- B. All security staff annually participate in a minimum of eight hours of approved professional training in topics such as:
 1. Non-Violent Crisis Intervention Prevention Training
 2. Bullying Prevention
 3. Emergency Response Training
 4. CPR/AED
- C. In addition to the mandated training, training may be offered in the following areas:
 1. Trauma Wounds Training
 2. Crisis Management



- D. Collaborative arrangements have been made with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited.
- E. School building safety and security resources and equipment that is available continuously as well as during emergencies:
1. All District school buildings have monitored alarm systems including burglary, motion, fire/smoke, and carbon monoxide
 2. Recording surveillance cameras are used in school buildings and on school grounds
 3. All school buildings have safety equipment to assist in the event of an emergency or evacuation, i.e., hand-held stop signs, reflective vests, flashlights, weather radio, etc.
 4. All school buildings are equipped with at least one Crisis Go-kits that include additional emergency supplies and emergency documentation.
- F. All schools have programs to promote positive school climate and positive youth development. The following are examples of the programs offered to students to prevent violent behaviors:
1. Responsive Classroom
 2. RISE UP
 3. Response to Intervention
 4. Positive Behavioral Interventions and Supports
 5. Peer Mentoring
 6. Restorative Practices
- G. All schools have at least one AED with locations posted at entrances to buildings. Nurses, security, physical education teachers, coaches and other staff are trained in CPR/AED.
- H. Staff members wear district issued identification badges so they can be easily identified. Staff are trained and directed not to hold doors for other individuals and direct all visitors to the main entrance at each site.



- I. Each school building uses an electronic visitor management system for the signing in of visitors in order to control access to buildings. The visitor system includes a background check against federal database of sex offenders to prevent unauthorized individuals into our buildings.
- J. The following proactive security measures have been implemented:
1. All schools have monitored entrances.
 2. Visitors are required to carry identification and sign in and out.
 3. Schools educate students and staff about the importance of school safety.
 4. All schools conduct the required drills to test components of the emergency response plan as follows:
 - Minimum 8 evacuation (fire) drills a year
 - Minimum of 4 lock down drills a year
 - Off-site Evacuation drill
 - Shelter in place drill
 - Early dismissal drill
 5. Periodically, the schools shall conduct drills or tabletop exercises of the emergency response plan in coordination with local and county emergency responders and preparedness officials.
 6. Each school will maintain records of School Safety Team meetings and building drills and report information to the Chief Emergency Officer or designee.
 7. All schools will develop and implement reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- K. Training, Drills and Exercises
1. All security staff hold NYS Security Guard licenses. State law requires training, fingerprinting and background checks for all licensed Security Guards.
 2. As required by Section 807 of the Education Law, each school principal must



instruct and train their students on how to exit the building in the shortest possible time without confusion or panic. The instruction must include drills or rapid dismissals. Twelve (12) drills must be conducted each school year, eight of which shall be held prior to December 31. Instruction must be given to pupils in the procedure to follow in the event that a fire occurs during the lunch period, unless at least one drill is held during the lunch period. Summer schools must hold at least two drills, one of which must be held during the first week of the summer session.

3. As required by SAVE legislation (155.17), each school district shall, at least once every school year, conduct one test of its emergency plans, including sheltering or early dismissal, not to occur more than 15 minutes earlier than the regular dismissal.
4. All teachers and other staff receive annual training on the school's emergency response plan annually, including resources for recognizing the signs of mental health issues. All new staff receive this training within 30 days of being hired.
5. All school bus monitors are required to:
 - Attend a New York State mandated 8 hour pre-service and basic training class. This training includes but is not limited to: special needs training, bullying prevention, Dignity for All Students Act, student safety and bus safety operations, emergency procedures and evacuations, incident reporting, gang and active shooter awareness and epi-pen training
 - Attend an annual two-hour mandatory refresher course
 - Be fingerprinted
 - Pass a physical performance test
- L. Each school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between the school district and school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall



be consistent with the District's Code of Conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. A copy of the Memorandum of Understanding can be referenced as an attachment.

IX. Responding to Threats and Acts of Violence

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect and direct threats and acts of violence.

A. Reporting of threats and acts of violence to school authorities

1. Students are required to inform school staff about any threat or acts of violence to themselves, others or property.
2. Staff are required to inform administration of any threat of violence to students, themselves, others or property, including threats of suicide.
3. Building principals are required to notify the Chief Emergency Officer, and the Director of Facilities.
4. Parents and visitors are encouraged to report to school principal or psychologist about any indirect or direct threats and acts of violence towards students, themselves, others or property.
5. Students, staff, parents and others will be educated about the importance of reporting threats and procedures of reporting.

B. Investigating threats and acts of violence

1. The building principal will investigate reported threats and acts of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.
2. Serious acts will require the investigation and involvement of law enforcement personnel (violent offenses in accordance with SAVE requirements).
3. Chronic offenders may require a behavior intervention plan, close monitoring by school and safety personnel.
4. Threats placing students, staff and others in imminent danger require an immediate call to the police. All staff and visitors are authorized to contact police in these incidents.



5. Allegations of bullying, harassment, and discrimination should be reported to the Dignity Act Coordinator at the building level for investigation.
6. All schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students through pupil personnel staff and/or building-based teams.

C. Reporting Incidents

1. Incidents of violence, serious threats, intimidation, etc., may require involvement of law enforcement.
2. Ordinarily district and building administrators are authorized to call the police to respond to the threat or acts of violence. In case of imminent danger, any staff member or visitor is authorized to call 911. The District's phone system will automatically notify selected personnel of a 911 call.
3. Syntax Communications will handle all contacts with media.
4. Syntax Communications will provide information to building staff that can be given to parents and concerned others.
5. As required by SAVE legislation and the Dignity for All Students Act, incidents of violence as well as material cases of bullying, harassment, and discrimination will be reported to New York State on an annual basis through the VADIR (Violent and Disruptive Incident Report) and Report of incidents concerning School Safety and the Educational Climate.
6. The Superintendent shall notify the BOCES District Superintendent as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the Commissioner may require. The District Superintendent, shall notify the Commissioner. Such information need not be provided for routine snow emergency days.

D. Removing Violent Individuals

1. Aggressively dangerous and violent students should only be restrained by qualified staff (CPI Nonviolent Crisis Intervention Training certified). Police or crisis team should be called to remove the student.
2. Violent adults are to be reported immediately, law enforcement called and only removed by police.



3. Schools should be in **lock down** mode when violent people are in the school.
4. Schools should be in **lock out** when violent/dangerous people or situations occur in the vicinity around the school.

E. Situational Responses

Responses to Threats-direct or implied

1. Threats may be received in various forms: by telephone, written messages, email messages, or the discovery of a suspicious package/device in the school or on the school grounds.
 - a. In the event of a direct bomb threat, contact Police at 911 immediately.
 - b. Initiate the evacuation of the building. Exit routes altered if indicated by specific threat.
 - c. Provide as much information as possible to law enforcement. Minimize the handling of any documents or materials to avoid damaging the evidence.
 - d. Work with law enforcement to determine the time required for the investigation so that plans can be made to shelter the students in an alternate site or to dismiss students for the remainder of the school day.
2. Upon discovery of a suspicious package/device, contact Police at 911 immediately.
 - a. Provide as much information as possible to law enforcement.
 - b. If the decision is made to evacuate the entire building or a specific area, announce the evacuation and use the standard evacuation procedures with exit routes altered as required.
3. In the event of an implied/indirect threat
 - a. Contact Police, 911.
 - b. Law Enforcement will conduct a threat assessment in consultation with School Administration to determine the next steps.
 - c. If indicated, initiate the full/partial evacuation of the building using the standard evacuation procedures.



4. Anyone receiving information about a hostage-taking or abduction/kidnapping must immediately notify the school building administrator.
 - a. Contact Police at 911 immediately.
 - b. Provide as much information as possible to law enforcement.
 - c. Schools should be in **lock down** mode when violent people are in the school.
 - d. Schools should be in **lock out** when violent/dangerous people or situations occur in the vicinity around the school.

5. Identification of appropriate responses to emergencies

Each school building has developed an emergency response plan that provides responses to emergencies that impact the school. The following emergency procedures are outlined within each building's plan:

- a. Shelter-in-Place
 - b. Hold-in-Place
 - c. Evacuation (required per [8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#))
 - d. Lock-out
 - e. Lock-down
 - f. Crime Scene Management
 - g. Communications
 - h. Medical Emergency and Mental Health
 - i. Accounting for All Persons
 - j. Reunification
 - k. Continuity of Operations
 - l. Recovery
 - m. Security
 - n. Threat and Hazard Specific Annexes
-
6. In an effort to improve communication among students and between students and staff and to aid in the swift and accurate reporting of potentially violent incidents as well as prevent violent incidents, the district has encouraged the establishment of programs such as
 - a. Peer mediation
 - b. Conflict resolution



- c. Creating a forum
- d. Designating a mentor for students concerned with bullying or violence
- e. Establishing anonymous reporting mechanisms for school violence

X. Communication with External Agencies

Cold Spring Harbor Central School District will obtain assistance from local emergency organizations and local governmental agencies during an emergency. The School District has worked with both Suffolk and Nassau County, and local agencies including Police Departments, Fire Departments, EMS and other agencies during emergencies. Providers have given approval to the School District to rely on local personnel, resources, and facilities in emergency situations.

| List Governmental Agencies and Community Services: | | |
|---|--------------------------------|-------------------------|
| Agency | Point of Contact | Telephone Number |
| Huntington Town Supervisor | Edmund J. Smyth | 631-351-3030 |
| Oyster Bay Town Supervisor | Joseph Saladino | 516-624-6350 |
| Village of Lloyd Harbor | Jean Thatcher | 631-549-8893 |
| Village of Laurel Hollow | Daniel DeVita | 516-692-8825 |
| CSH Fire Department | | 631-692-6772 |
| Huntington Fire Department | | 631-427-3030 |
| Atlantic Steamer Fire Department | | 516-922-5414 |
| Suffolk Police Precinct | 2 nd Precinct | 631-854-8200 |
| Nassau Police Precinct | 2 nd Precinct | 516-573-8800 |
| Lloyd Harbor Police | Chief Tom Krumpter | 631-549-8220 |
| Oyster Bay Cove Police | Sergeant Ted Mergel | 516-701-6692 |
| Suffolk County Department of Health | Jennifer Culp | 631-854-0000 |
| Suffolk County Community Mental Hygiene | Ann Marie Csorny LCSW-R | 631-858-8500 |
| American Red Cross | Diane Amarosa (Suffolk County) | 516-747-3500 |
| PSEG-GAS | Walter Hoefler | 800-490-0045 |



| | | |
|--|---|---|
| PSEG-Electric | Rob Scipioni | 516-721-9516 |
| American Association of Poison Control | TBD | 800-222-1222 |
| Suffolk County Youth Bureau | Executive Director | 631-853-8270 |
| Local Hospital | Huntington Hospital | 631-351-2000 |
| Local Ambulance | CSH Fire Huntington Community First Aid Squad | 911 |
| Suffolk County Water Authority | General | 631-698-9800 (business hours) 631-655-0663 (after hours) |
| BOCES District Superintendent | David Wicks | 631-595-6815 |

A. Obtaining Advice and Assistance from Government Office

1. The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies, and officials responsible for implementation have been made.
2. Key officials in local government that can help to develop plans and assist in emergency situation are listed above.

B. System for informing all educational agencies located within or nearby the Cold Spring Harbor Central School District of a disaster or emergency.

1. The Superintendent or designee shall inform all educational agencies with the District's boundaries of a disaster event.
2. A list of educational institutions located within the district, that includes locations and names with contact numbers of key officials of each school will be kept updated annually.
3. The procedure to inform each school in the event of an emergency situation is that the Superintendent will authorize emergency phone calls to each educational agency.

C. The school district is required to cooperate with appropriate State, County and City



agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. We are required to relinquish to the appropriate agency, the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives. At the time of the authoring of this Plan, no request for an agreement has been generated by any State, County or City agencies.

XI. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal.

A. The District procedure for early dismissal is as follows:

1. Superintendent or his/her designee determines an early dismissal is an appropriate action/response to an emergency.
2. Transportation Coordinator is notified to supply busses.
3. Central and building administrators are informed.
4. Staff and students are informed of closing.
5. Parents are notified through multiple contact sources including the School Messenger Notification System (alert notices, email, text messages and/or automated phone calls), district website, and emergency outreach messages. It may also be appropriate to utilize social media, local news media and/or local radio to announce an emergency early dismissal.
6. When phone calls or in person attempts to contact the parent or emergency number of an elementary and middle school student fail, they shall remain under the supervision of school personnel until parents are notified and pick up the student, or the regular end of the school day, whichever comes first.
7. Parents of high school students are notified and then students are dismissed from school.
8. Parents will receive information about implied or direct threats or acts of violence in their child's school as soon as practical and appropriate. This information is limited to information the school is allowed to provide by law enforcement officials. Communication of such events shall follow existing emergency notification procedures.

B. Procedures for contacting parents, guardians, and persons in parental relation to the



students of the District in event of a school cancellation due to weather or other emergency prior to school opening. Parents are notified through multiple contacts including, local news media, the School Messenger Notification System (alert notices, email, text messages and/or automated phone calls), district website, and emergency outreach messages.

XII. Leadership: Incident Command System

In order to provide effective direction, control and coordination of an incident, the district-wide safety plan will be activated through the implementation of the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazards incident management system promulgated by FEMA and is part of a comprehensive national approach to incident management known as the National Incident Management System (NIMS). The named individuals are authorized to make decisions as necessary or are staff members assigned to provide assistance during emergencies.

| Command System: Role/Responsibilities | |
|---------------------------------------|-------------------------------------|
| Incident Commander | Jill Gierasch |
| Safety Officer | Frank Papillo |
| Deputy Incident Commander | Christine Costa |
| Public Information Officer | Kathy Beatty, Syntax Communications |
| Liaison Officer | Elizabeth Lynch |
| Planning, Logistics, Operations | Anthony Clements/Christine Costa |
| Finance and Administration | TBD |

Additionally, the BOCES District Superintendent, during a local or State emergency, shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits.



XIII. Appendices

A. Appendix A: Continuity of Operations Plan/ Pandemic Plan

B. Appendix B: CDC Checklist

C. Appendix C: Security Job Descriptions

- Security Guards
- Weekend Security Coordinator
- Weekend Security Guards

D. School Resource Officer Memorandum of Understanding (MOU)



Appendix B: Job Responsibilities

POSITION: Director of School Safety – (non-certificated) Civil Service Position

RESPONSIBILITIES: Under the direct supervision of the Assistant Superintendent for Finance and District Operations, is responsible for the supervising of the Security Department; maintains all appropriate records in accordance with state law and district policy.

- (a) Assists in developing and implementing NYSCSS District-Wide School Safety Plan
- (b) Enforces all legal regulations regarding fire safety, security, disaster preparedness, and crisis handling
- (c) Trains, assigns and supervises all school security personnel
- (d) Detects and investigates incidences of suspicious or violent behavior and reports same to parents/guardians and/or authorities as required
- (e) Detects and investigates unsafe practices and conditions, including identification of hazardous/toxic materials, and reports same as required
- (f) Conducts evacuations in the event of terrorism-related threats, such as biological, radiological, or chemical attacks
- (g) Plans and directs all school district safety training, including safety seminars for students and parents/guardians
- (h) Plans responses to national color-coded alert system
- (i) Conducts studies, drills and tests of effectiveness of building safety plans
- (j) Inspects and monitors district security and safety systems
- (k) Acts as liaison with local police department and other authorities
- (l) Collects and prepares evidence for case disciplinary proceedings and criminal court.
- (m) Maintains records of safety and security incidents and prepares related data and reports

QUALIFICATIONS:

- (a) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree in Criminal Justice or Occupational Health and Safety, or related field(s), plus two (2) years of supervisory or managerial experience in security and safety operations in a school setting or:

Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree in Criminal Justice or Occupational Health and Safety, or related field(s), plus two (2) years of experience as a police officer which included assignments or in-service training relating to violence in schools, juvenile justice or other areas directly related to issues affecting school districts.

NOTE: Additional experience as defined in (a) or (b) above may be substituted for education on a year-for-year basis to a maximum of four (4) years. Candidates must have graduated from senior high school or possess a high school equivalency diploma.



SCHOOL SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class patrols the buildings and grounds in a school district to enforce school rules and ensure the safety of students, staff and visitors; and to prevent damage to school facilities. The incumbent is expected to establish a rapport with students in order to provide an atmosphere that is safe and conducive to the proper functioning of the school; and to assist students or refer them to proper staff members for assistance with any problems. Employees may be expected to provide classroom instruction directed at increasing awareness, personal safety and an understanding of applicable laws. Work requires the exercise of independent judgment and is performed under the general supervision of the building principal. Does related work as required.

TYPICAL WORK ACTIVITIES

Patrols all areas of school buildings and grounds including halls, stairwells, rest rooms, courtyards, entrances and parking lots to prevent trespassing, loitering, and class cutting, and to protect persons and property, maintain order, and assure compliance with all rules and regulations; Assists students with problems and refers them to proper staff members; May conduct classroom presentations to provide information and answer questions regarding personal safety, crime and violence prevention techniques and applicable laws including drug laws, traffic laws, etc.; Questions unauthorized persons on or around school premises, advises as to school rules, and either directs visitors to the principal's office, or asks them to leave; Restrains persons engaged in disorderly conduct; Reports, to the building principal, any problems, incidents, and conditions affecting the security of the school buildings and grounds so that the building principal can contact the police if necessary; Assists police in calming disturbances if necessary; Assists when emergencies occur within the school building; Watches for illegal drug use and accompanies school administrators on locker searches for drugs, weapons, or explosive devices.

FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of laws, rules and regulations applicable to a school district and necessary for promoting and maintaining proper conduct, and ensuring the safety of students, staff and visitors; good knowledge of crisis intervention and conflict resolution techniques; good knowledge of crime and violence prevention techniques; ability to provide related educational information to students through classroom presentations; ability to identify illegal drugs and detect signs of use; ability to diffuse potentially dangerous situations; ability to follow directions; ability to develop a rapport with students; ability to explain rules and regulations in a way that will be understood and obeyed; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS OPEN COMPETITIVE

Either:

(a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in Criminal Justice or a related field, and one (1) year of experience as a peace officer, which includes or is supplemented by one (1) year of experience involving substantial contact with youth in recreation, education or community settings, or;

(b) Graduation from a standard senior high school or possession of a high school equivalency

