

Standard Operating Procedures for School Guardians

General guidelines:

As with any assignment, School Guardians' duties and responsibilities are ever changing and fluid especially when the safety and security of our students and staff are at stake. School Guardians will be responsible for the following list of duties and responsibilities with the understanding they are forever evolving and changing.

Keep in mind that School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident on a District school premises.

Prior to appointing school guardians, the Superintendent must verify through evidence provided by the Volusia County Sheriff that potential school guardians have met all the requirements set forth in F.S. 30.15 (Attach to Document for reference) and each School Guardian shall requalify annually.

School guardians shall report for duty daily at their assigned campus and report to the principal. Reporting times vary from Campus to campus. The principal is the Incident Commander on the campus and when they are not available, the assistant principal shall take that role. The School Guardian shall be an integrated part of the schools' safety and security team and a member of the School-level Threat Assessment Team.

For evaluation purposes, the School Guardians will be evaluated by the Lead School Guardian with input from the school principal, School Safety Specialist and the Chief Operating Officer. (Under development now and will share once completed)

The Job Description will be given to each School Guardian along with the evaluation tool to be used for their evaluation.

Guardian's Duties and Responsibilities:

- The safety and security of each campus to include its students and staff are first and foremost. A clear and concise understanding of your assigned Area of Responsibilities (AOR) to include but not limited to student population, staff assigned, campus layout, and emergency protocol.
- Foster a working relationship with the school staff sharing intelligence and suggestions with regard to the safety and security of the campus.
- Patrols and monitors assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop suspicious activities and any threats.
- Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
- Assists administrators and staff in crisis and emergency situations when applicable. You are a part of the school safety and security team.
- Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.

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- Maintains security records, logs and reports as requested.
- Attends and successfully completes all school guardian development training as required by state law or directed by school board policy.
- Examines doors, windows, and gates to ensure security; monitors closed buildings for unauthorized persons and/or suspicious activities.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or monitor violators, as required, until police arrive.
- Performs miscellaneous job-related duties as assigned by your chain of command.
- Develops and periodically monitors a reporting system designed to detect security issues in school facilities.
- Makes recommendations to correct security issues once identified (Vulnerability Assessment survey, part of the Security plans).
- Participates in providing security for all occupants of school buildings and grounds;
- Provides assistance and security to community agencies using school facilities and for after school activities as directed;
- Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;
- Maintains liaison with police, fire and other municipal departments to insure maximum use of their services in order to provide adequate security and safety;
- Represents school district in court-related matters, prepares reports and assists in special assignments as directed;
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Participate in appropriate in-service and workshop programs and attend departmental meetings as required and/or as necessary.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by his/her supervisor, and not otherwise prohibited by law or regulation.
- There may be opportunities for school guardians to work during extracurricular event coverage i.e. sports events and open houses. On your assigned campus, the principal will work with you for recording the pay for the time worked. For other events, they will be paid on bill.
- Guardian are not responsible for "supervising/disciplining" i.e. monitoring during cafeteria times for noise level, getting up and walking around, putting in 'time out', those duties are the staff members assigned to the cafeteria.

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Uniform and equipment issued:

Each school guardian will be issued a weapon (Glock 19, Gen 5) with duty ammunition, (9mm Spear Gold Dot 124 grain), a holster, magazine holder and lock. Said weapon shall be concealed at all times while performing daily duties on school campuses and shall be stored safely while not on duty with provided security lock. School Guardians will be issued a web belt, protective vest, jacket, master key for the school assigned, a two-way radio, an 800 MHz radio and cell phone. Uniform shirts shall be issued to all appointed guardians and worn during working hours. If any equipment is broken and needs replaced, please report to Mr. Pender the item needing replaced. The broken item needs to be turned in. The school district is seeking approval for purchasing a personal basic First Aid kit to be on their person.

Schools may want the School guardians to wear their spirit shirts on Fridays. This is authorized as long as the shirt has Guardian on the back of the shirt or the School Guardian is wearing their Tac vest which has Guardian on the back of the vest. Slacks/Pants/shorts shall be tan, black or blue. Short lengths shall be no shorter than the knee. No torn clothing items shall be worn. Look professional always. Foot ware should be comfortable, none slip type shoe.

Use of Cell Phone(s): It is okay to taking a call or placing a call, however it shouldn't be for a prolonged period of time. Be mindful that all the eyes of the community especially parents are watching your every move.

Random Drug Testing:

All School Guardians shall be subject to random drug tests in accordance with the Drug-Free Workplace Act, section 112.0455. (attach for reference)

Required Training

All School Guardians shall receive documented training and demonstrated proficiency on all authorized use of force and shall receive and be instructed on the *Use of Force Guidelines*, and any pertinent Legal Bulletins prior to authorized carry and use of force. At least annually, all School Guardians authorized to carry weapons are required to receive in-service training on use of force policies, including legal updates/bulletins, and shall demonstrate proficiency with all approved lethal weapons that the School Guardian is authorized to use. All weapons qualification and proficiency training must be monitored by a certified weapons or tactics instructor through the Volusia County Sheriff Office.

- Training and proficiency must be documented
- It is incumbent upon every School Guardian to maintain proficiency in the use of authorized firearms/weapons; School Guardians unable to qualify with an authorized weapon shall receive remedial training prior to resuming official duties. Any School Guardian who fails to qualify or

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requalify shall be relieved of duty from carrying the firearm/weapon.

- Requalification standards are being developed now and will let everyone know once approved. We are looking at 80% on a 40-round course, and the method of tries, i.e. 3 of 6, or 2 back to back.

Optional Training:

The Sheriff has authorized all School Guardians the use of the Tiger Bay range for proficiency training. The issued weapon can be used at this range or any approved range for this practice to stay proficient in the use of the weapon. The School Guardian shall provide their own ammunition for this practice.

Tiger Bay range will be open from 4 pm to 8 pm on the third (3rd) Monday of each month. Report to the range official for details when you arrive to the range.

Required Reporting

In addition to documenting incidents with the School Guardian *Incident Report*, (being developed now) a School Guardian(s) shall inform a supervisor immediately of each incident involving the use of force as defined in Support Services Policy (forthcoming) titled: School Guardian Use of Force.

Grooming

Procedure

1. Personal Discipline, Public Confidence and Respect. These Professional Appearance Standards are established to encourage public confidence and respect, to instill a degree of personal discipline among members, to facilitate easy recognition of School Guardians in the field, and to promote safety, security and performance.
2. Applicable to School Guardians. The following guidelines establish by Professional Appearance Standards and shall apply to both male and female members, unless otherwise specified. These regulations apply to all School Guardian personnel.

General

1. Unless otherwise authorized, all personnel shall appear neat, clean and well-groomed and shall project an image of authority, safety and professionalism to the public at all times.
2. All members are required to familiarize themselves with these standards and to remain in strict compliance at all times.

Supervisor

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1. Inspect subordinates daily to ensure compliance with the Professional Appearance Standards established in this procedure.
2. Take corrective action, when needed.

Universal Hairstyle Requirements

Hair must be neatly groomed and conform to the shape of the head.

Only natural hair colors are permitted. Hair colors that are considered extreme, faddish or artificial, such as purple, pink or green are prohibited.

The bulk of the hair will not be excessive or present a ragged or unkempt appearance.

A wig, track or hairpiece shall present a natural appearance and conform to the same standards as natural hair.

Extreme or fad hairstyles are prohibited, including, but not limited to, those that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance.

Male School Guardians

1. Hair will have a tapered style that is both conservative and professional in appearance. The length shall not extend beyond the top of the eyebrows or ears and the top of the shirt collar, nor below the front headband of properly worn headgear.
2. Sideburns shall be neatly trimmed with straight lines and no flair at the base and shall not extend below the bottom of the earlobe.
3. A neatly trimmed mustache, goatees and beards may be worn, but shall not be rolled, curled or excessively thick. A mustache shall not extend below the upper lip or below the corners of the mouth.

Female school guardians

Hair will be styled such that the length does not extend beyond the top of the eyebrows or ears, below the lower edge of the shirt collar, not below the front headband of properly worn headgear.

Braiding, twisting and locking styles are permitted, provided they are conservative and professional in appearance. Hair that normally falls below the bottom edge of the collar shall be neatly, professionally and inconspicuously fastened or pinned and must meet the length and bulk guidelines defined within this policy. Hairstyles that are lopsided or distinctly unbalanced are prohibited.

Objects worn in the hair, including, but not limited to, pins, barrettes, bands and clips:

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1. Shall be inconspicuously placed for the sole purpose of holding the hair in place.
2. Must be unadorned and transparent or similar to the color of the hair.
3. Shall not interfere with the proper wearing of issued headgear should you choose to wear.

Universal Appearance Requirements

Makeup

1. Female members may wear makeup that is subtle and professional in appearance. Lip color, eye shadow and cheek color must be natural in color. False eyelashes, heavy eyeliner, and bright colors are prohibited.

NOTE: Makeup on male members is prohibited.

Fingernails

1. Fingernails shall not extend more than 1/4 inch from the tip of the finger nor interfere in any way in the performance of primary School Guardian tasks or with the safe drawing and firing of their issued weapon.
2. Fingernail polish shall be clear polish only. No decals or applications are permitted.

Jewelry

1. Female members are permitted to wear earrings in a matching set and may be clip-on, or post-type earrings in gold, silver, white pearl, or diamond. Only one earring is permitted in each ear lobe.

The earrings will not exceed 6 mm or 1/4 inch in diameter and they shall be unadorned and spherical.

The earrings shall fit snugly against the ear.

When on-duty, female Guardian members may comply with the specifications listed above regarding earrings authorization.

Necklaces shall not be visible.

EXCEPTION: A Medic Alert tag on the wrist or around the neck is permitted.

3. Rings may be worn but are limited to one ring per hand with none on the thumbs, and are limited to wedding rings (a wedding set is considered one ring), professional organization rings or school rings.

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Body Art (Tattoos, Body Mutilations and Body Adornments)

1. Intentional body mutilations and/or other body adornments shall not be visible. These shall include:
 1. Split or forked tongue.
 2. Foreign objects inserted in the tongue or mouth.
 3. Enlarged or stretched holes in the ears.
 4. Intentional scarring or branding.
2. Tattoos shall not be offensive, obscene or otherwise inappropriate.
 1. Tattoos deemed offensive, obscene or otherwise inappropriate shall be removed or concealed in accordance these procedures.

Dental Ornamentation

The use of temporary gold, platinum or other veneers or caps for the purpose of ornamentation is prohibited. Teeth, whether natural, capped or veneer shall not be ornamented with designs, jewels, initials, etc.

Requests for Accommodation

1. The School Board may in its sole discretion authorize a temporary or permanent exemption to these standards in response to a request for reasonable accommodation. Accommodations that pose an undue hardship to the School Guardian, or a direct threat to safety, will be denied.

Adaptations to current SOP based on State of Florida statutes, Volusia County School Board policies and Safety and Security Program updates will be send in an addendum format as they occur.

Attachment 1. F.S.30.15

Attachment 2. Guardian Evaluation Doc (Not available)

Attachment 3. Security issues reporting Doc

Attachment 4. Vulnerability Assessment Survey

Attachment 5. Use of Force Guidelines (Not available)

Attachment 6. Drug-Free Workplace Act, section 112.0455

Attachment 7. Range Guidelines (Not available)

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Attachment 8. School Guardian Incident Report (Not available)

Printed School Guardian Name: _____

Signature of School Guardian: _____

Date: _____