



## School Security Guard Training Syllabus

State law requires security guards in K-12 school districts or California community college districts to complete a course of training developed by BSIS in consultation with the Commission on Peace Officer Standards and Training (Business and Professions Code section 7583.45 and Education Code sections 38001.5 and 72330.5).

The following syllabus outlines the course of training:

### **TOPICAL OUTLINE**

- 1.0 Role and Responsibility of School Security Officer (4 hours)
- 2.0 Laws and Liability (8 hours)
- 3.0 Security Awareness in the Educational Environment (3 hours)
- 4.0 Mediation/Conflict Resolution (4 hours)
- 5.0 Disasters and Emergencies (1 hour)
- 6.0 Dynamics of Student Behavior (3 hours)
- 7.0 Examination (1 hour)

Total Hours – 24

**Note:** Safe School Plan is referenced throughout this outline as it relates to the material being covered in the specific topic.

## **LEARNING GOALS AND EXPANDED COURSE OUTLINE**

### **1.0 Role and Responsibility of School Security Officers (4 hours)**

#### **Learning Goals:**

- The student will have an understanding of the history and development of campus security.
- The student will have an understanding of the school security officer's authority both on and off duty.
- The student will have a knowledge of the school security officer's responsibilities in the educational environment.
- The student will have a knowledge of the school security officer's professional image, and school structure and organization as they relate to campus personnel, ancillary groups and constituent groups.

- A. History and Development of School Security (SB 1626)
  - 1. Prevent, Observe and Report
  - 2. Role of School Security Officers
  - 3. Relationship to Local Law Enforcement
  - 4. Apprehension vs. Prevention
  
- B. Right to Safe Schools - California Constitution Article I, Section 28(c)
  
- C. Legal Authority
  - 1. P.C. 830.32 A & B, SB 1626
  - 2. E.C. 38000 - 72330 – Elementary through College Security
  - 3. Jurisdictional limits on and off campus
  - 4. Local policies and procedures
  
- D. Responsibility in Learning Environment
  - 1. Student as #1 client
    - a. Service Concept
    - b. Support Learning Environment
  - 2. Mandatory Plans
    - a. Safe School Plans
      - 1) E.C. 35294.10 – 35294.15
      - 2) 20 USC 1092 – Disclosure of Campus Security Policy & Crime Statistics
    - b. Crime Reporting
      - 1) P.C. 628
      - 2) E.C. 67380 – Student Safety
    - c. Kristin Smart Campus Safety Act (13 & 14)
      - 1) E.C. 67381 – Security
      - 2) E.C. 32281 – School Safety Plan
  
- E. Structure and Organization of Schools
  - 1. Funding
    - a. ADA
    - b. FTES
  - 2. Table of Organization
  - 3. Administrative Roles
    - a. Board of Trustees
    - b. Superintendent
    - c. Principals - Functional Supervision
    - d. Vice Principals – Deans
    - e. Faculty
    - f. Classified Staff
  - 4. Ancillary Groups
    - a. PTSA/PTA/PTO/Etc.
    - b. Student Groups
    - c. Site Councils

- d. Booster Clubs
  - e. Shared Governance Groups
  - f. Labor Unions
  - g. Foundations
  - h. Advisory Groups
- F. Intra/Inter Relations With Constituent Groups
- 1. Positive Contacts/Role Models
    - a. Mentoring (to students)
    - b. Ethical Behavior/Officer Conduct
      - 1) On duty
      - 2) Off duty
    - c. Sensitivity to Campus Issues
      - 1) Responsibility of Site Administrator to Manage Facility
      - 2) Relationship to Faculty
      - 3) Relationship to other support personnel
      - 4) Confidential issues different for SB 1626
        - a) Students
        - b) Staff

## **2.0 Laws and Liability (8 hours)**

### Learning Goals:

- The student will have an understanding of the circumstances under which searches and seizures can be made by school security officers in the educational environment.
- The student will have an understanding of the concept of In Loco Parentis and Parens Patriae.
- The student will have an understanding of the student discipline process.
- The student will have an understanding of the role of the different stakeholders in the legal process in the school environment.
- The student will have an understanding of crimes as they relate to on-campus violations.
- The student will have the ability to recognize when a violation has occurred, identify the crime by its common name, and classify them as misdemeanors or felonies.
- The student will have a knowledge of the types of incidences that will come to their attention that will require a report to be filed.

- The student will have an understanding of the liability issues, both on and off campus, that are inherent in the school environment.
- The student will have an understanding of privacy issues as they relate to student records.

#### A. Search and Seizure

1. Consensual Encounters, Detentions and Arrests
  - a. Reasonable Suspicion and Probable Cause
    - 1) TLO v. New Jersey
    - 2) In Re: Joseph G
    - 3) In Re: Latosha W
  - b. School officials (non-sworn) not held to the same standard as peace officers
    - 1) Certificated
    - 2) Classified
    - 3) Security Guards
  - c. P.C. 243.5 – Assault/Battery
  - d. E.C. 44807 – 49001 + Use of Force by School Administrators
  - e. E.C. 48264 – Arrest of Truants
2. Searches
  - a. P.C. 626.11 – Community College Searches
  - b. E.C. 49331 – Removing Injurious Objects – (Defined in E.C. 49330)
  - c. Reasonable Suspicion v. Probable Cause Standard
  - d. E.C. 49050 – Prohibited Searches

#### B. Conduct on Campus

1. In Loco Parentis – Parens Patriae
2. Trespass – Safe School Zone
  - a. P.C. 626 et al.
  - b. P.C. 627
    - 1) Registration
  - c. P.C. 602j
3. Disturbances
  - a. E.C. 32211 – Interference with Classes (K-12)
  - b. P.C. 647b – Loitering about adult schools
  - c. P.C. 626.7 (K-12)
  - d. P.C. 602.10 – Disruptive Presence
  - e. P.C. 626.8 – Disruptive Presence
  - f. P.C. 415/415.5 – Fighting – Citations/Arrest
  - g. P.C. 308b – Smoking
4. Student Discipline
  - a. Expulsion/Suspension
    - 1) E.C. 48900 A-O
    - 2) E.C. 76033

- 3) E.C. 48900.2 and E.C. 212 – Sexual harassment
  - 4) E.C. 48900.3 – Hate Crimes
  - 5) P.C. 422.55 – Hate Crimes Definition
  - 6) E.C. 48900.4 – Harassment, Threats or Intimidation
  - 7) E.C. 48900.5 – Special Education
  - b. E.C. 48915 – Mandatory Expulsion
  - c. E.C. 48901.5 – Electronic Equipment – Pagers
  - d. Attendance
    - 1) E.C. 48264 – Truancy
    - 2) E.C. 48291 – Student Attendance Review Board (SARB)
  - 5. The Discipline Process
    - a. K-12
    - b. Community College
  - 6. Legal Process
    - a. Role of Administrator
    - b. Role of Police
    - c. Role of Board of Trustees
    - d. Role of Hearing Panel
  - 7. Student Rights
- C. Crimes Against Persons
- 1. Threats
    - a. P.C. 69/71
    - b. P.C. 422
  - 2. Assaults – Battery
    - a. P.C. 646.9 – Stalking
    - b. E.C. 87708 – Abuse of Instructor – Community College
    - c. P.C. 241.2,3,4, and 6 – Assault on on School Officials
    - d. P.C. 243.2,3,5, and 6 – Battery on School Officials
    - e. P.C. 243.4 – Sexual Battery
    - f. P.C. 245, etc. – Assault with a Deadly Weapon on School Officials
  - 3. TRO's, Stay-away Orders, Abduction Issues
    - a. P.C. 277 – Child Abduction
    - b. P.C. 272 – Contributing
    - c. P.C. 647.6 – Hate Crimes
    - d. Domestic Violence
    - e. Missing Persons
- D. Crimes Against Property
- 1. E.C. 48905 – Destruction of Employee Property
  - 2. P.C. 594, 594.2, 594.3 – Vandalism
  - 3. P.C. 469 – Keys – Duplication
  - 4. E.C. 19911 – Destruction of Library Property
  - 5. P.C. 502 – Computer Crimes
- E. Weapons
- 1. P.C. 626.9 – Gun Free School Zone

2. P.C. 626.95 – Firearms on Playgrounds
3. P.C. 626.10 – Other Weapons
4. Injurious Objects
5. Attorney General Opinion 96-906 – Definition of Possession

F. Mandatory Reporting

1. Child Abuse
  - a. Reporting
  - b. Recognition
  - c. Campus Procedures
  - d. Removal of Child by Peace Officer – E.C. 48906, 87044
  - e. K-12 police not authorized for Law Enforcement Notification
2. Reporting Assaults
  - a. E.C. 87014 – Community Colleges
  - b. E.C. 44014 – Against Employees
  - c. E.C. 48902 – Suspended Students
  - d. E.C. 76035 – Community Colleges
3. District Reporting Procedures

G. Liability

1. Off campus
2. On campus
  - a. San Francisco v. Peterson
3. E.C. 48900 – K-12 – Student conduct off campus (portal to portal)
4. E.C. 44808 – Liability of students off campus

### **3.0 Security Awareness in (the) Educational Environment (3 hours)**

Learning Goals:

- The student will have an understanding of the unique circumstances that exist in a school environment that require an added awareness of the potential of dangerous situations.
- The student will have an understanding of the unique circumstances that exist in a school environment that require an added awareness of trespassers and the importance of visitor control.
- The student will have an understanding of the unique circumstances that exist in a school environment that require an added awareness of the time frame for more potential for problems (break, lunch, after school, etc.).
- The student will have an understanding of the tools available for handling potentially dangerous situations on and around the campus.

- The student will learn the skills and abilities needed to contact and assist in response to medical emergencies.
- A. Weapons on Campus – responses
    1. Officer and Administrative Responsibilities
    2. Tactical considerations and options unique to campus environment
  - B. Trespasser(s)
    1. Risk analysis and perimeter control
    2. Visitor control issues
    3. Signage, documentation, and site procedures
    4. Support of other campus personnel and the community
  - C. Potential danger situations
    1. Classrooms
    2. Cafeteria
    3. Sporting events
    4. Other identified locations
  - D. Crowd and Event Management
    1. Planning
    2. Dismissal, breaks and lunches
    3. Special events
  - E. Crime Scenes
    1. Special campus considerations
    2. Crowd control
    3. Jurisdictional considerations
    4. Kristin Smart Campus Safety Act
    5. Local agency MOU's

#### **4.0 Mediation/Conflict Resolution (4 hours)**

##### Learning Goal:

- The student will have an understanding of the importance and techniques for utilizing Mediation/Conflict Resolution skills.
- A. Communication Skills
    1. Approachability
    2. Professional Contact/Vocabulary
      - a. Demeanor

3. Mediation Model(s)
4. Learning Activities
5. Critiquing Activities

## **5.0 Disasters and Emergencies (1 hour)**

### Learning Goal:

- The student will have an understanding of the School District's responsibilities for managing disasters and emergencies.

#### A. Campus Disasters

1. FEMA/OES
2. 2SEMS
3. ICS
4. California Safe Schools Plan

#### B. Mutual Aid

#### C. District Involvement

## **6.0 Dynamics of Student Behavior (3 hours)**

### Learning Goals:

- The student will have the ability to recognize the major personality disorders that are responsible for potentially violent outbreaks.
- The student will have an understanding of the specific education process as it relates to the discipline of special education students.

#### A. Mental Health & Development (Adolescent)

1. Peer Group Influence, etc., inclusive
2. Substance Abuse – Student and Family
3. Defiance
4. Dysfunctional Families
5. Cultural Differences
6. Special Education

- B. Dynamics of the Gang
  - 1. Interventions – Officer
  - 2. Informal Leaders
  - 3. Mediation
  - 4. Socioeconomic Status – Community Norms
  
- C. Referral Agencies

### **7.0 Examination (1 hour)**

This examination will be a product of the training institution. The purpose being to assure that the student has a basic understanding and awareness of security involving youth in a school environment.