

School Security Officer Certification Program

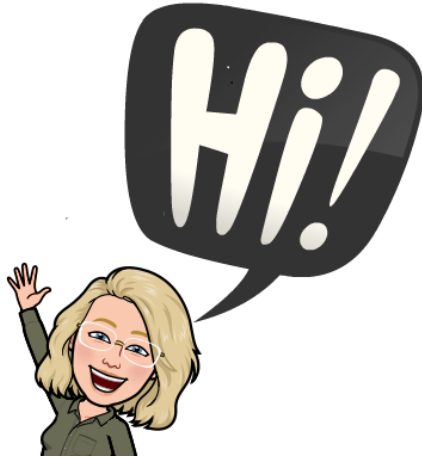
Virginia Center for School and Campus Safety

School Division **Points of Contact** Webex Workshop

March 2, 2020

WELCOME - We're Glad You're Here!

Kim Simon



SRO / SSO Training and Program Coordinator

804-205-3803



Carol Miller

Administrative Training Specialist

804-225-4111

What We Would Like to Accomplish Today



1. Overview of the SSO Program
2. Your Role as the POC
3. Review of the certification process
4. Forms
5. Database access and procedures
6. Touch on resources
7. How and where to get help



The Virginia School
Security Officer
Program

SECURITY

What exactly is a SCHOOL SECURITY OFFICER?

§ 9.1-101 defines a School Security Officer (SSO):

- Employed by local school board
- Maintains order and discipline, prevents crime, investigates violations of school board policies
- Detains students violating the law or school board policies on school property or at school-sponsored events
- Ensures safety, security, and welfare of school students, faculty, staff and visitors

I'm a POC - What ***exactly*** does that mean??

Each school division (or private school) employing SSOs designates a Point of Contact (POC) between DCJS and the school division.

To designate the POC, the superintendent or their designee should email the contact information to schoolsecurity@dcjs.virginia.gov requesting access to the SSO Database. *There will be a designation form for this purpose in the future.*

The POC is a school board employee and is responsible for:

1. Entering newly hired or rehired SSOs into the DCJS SSO database
2. Ensuring completion of certification / recertification requirements
3. Updating database records and information as needed
4. Submitting applications and training documentation to DCJS through the schoolsecurity@dcjs.virginia.gov email address

You are, to use a metaphor, the bridge between the school division SSOs and DCJS





Code of Virginia

• Administrative Code

View by Agency

Emergency Regulations

VAC# LOOK UP

ex. 2VAC5-30-10

Go

Constitution of Virginia

Charters

Authorities

Compacts

Uncodified Acts

Administrative Code

Table of Contents » Title 6. Criminal Justice and Corrections » Agency 20. Department of Criminal Justice Services » Chapter 240.
Regulations Relating to School Security Officers

← Chapter →

🔍 Create a Report

🖨️ Print

Search Chapter

keyword

Go

Chapter 240. Regulations Relating to School Security Officers

Read Chapter >

- [Section 10](#) Definitions
- [Section 20](#) Initial certification and training requirements for school security officers
- [Section 30](#) Department certification procedures
- [Section 40](#) School security officer standards of conduct
- [Section 50](#) Recertification of school security officers
- [Section 60](#) Decertification and appeal procedure
- [Section 70](#) Instructor application
- [Section 80](#) Renewal instructor application
- [Section 90](#) School security officer instructor standards of conduct
- [Section 100](#) School security officer instructor administrative requirements
- [Section 110](#) Approval authority
- [Section 120](#) Hearing process

Website addresses provided in the Virginia Administrative Code to documents incorporated by reference are for the reader's convenience only, may not necessarily be active or current, and should not be relied upon. To ensure the information incorporated by reference is accurate, the reader is encouraged to use the source document described in the regulation.

As a service to the public, the Virginia Administrative Code is provided online by the Virginia General Assembly. We are unable to answer legal questions or respond to requests for legal advice, including application of law to specific fact. To understand and protect your legal rights, you should consult an attorney.

6VAC20-240-20. Initial Certification and Training Requirements

Paraphrased below

A. In addition to meeting all the hiring requirements of the employing school board, all school security officers are required to meet the following minimum certification and training requirements. Such person shall:

1. Undergo a background investigation to include fingerprint-based criminal history record inquiry Results of such inquiries shall be examined by the employing school division within 30 days of date of hire;
2. Have a high school diploma, or GED;
3. Be a minimum of 21 years of age;
4. Possess a valid driver's license if required by the duties of office to operate a motor vehicle;
5. Successfully complete basic first aid training. The level and substance of such training shall be at the discretion of the employing school division;
6. Comply with compulsory minimum entry-level training requirements approved by the board:
7. Submit to the department a properly completed and signed application for certification from the localities in a format provided by the department.

6VAC20-240-30. Department Certification Procedures

Paraphrased below

A. The **department will notify** the applicant for school security officer certification and the superintendent of the employing school division **that the school security officer is certified** in accordance with this regulation **after the following conditions are met:**

1. Notification to the department by the instructor that the applicant for school security officer certification has successfully completed the compulsory minimum entry-level training;
2. Receipt by the department of signed application for certification.

B. If a school security officer seeking certification is denied by the department, the department will notify the superintendent and the applicant by letter outlining the basis for the denial and the process for appeal of the decision to deny.

C. The department shall maintain a current database of certified school security officers as well as relevant training records.

D. Certification shall be for a period not to exceed 24 months.

What about ARMED SSOs?

Schools may employ armed SSOs provided they meet the statutory requirements of § 22.1-280.2:1. Employment of school security officers.

If your division employs armed SSOs, in addition to meeting the employment requirements set forth in Code, the POC must also submit a Training Completion Form signed by the chief law enforcement officer (or designee) certifying compliance with the additional training requirements.

For more detailed information on armed SSO requirements, please contact Kim directly

The NEW SSO - Initial Certification Process

1. HIRE
2. Ensure employment requirements are met
3. Enter new SSO in DATABASE
4. Complete Initial SSO Certification Training*
5. Submit Initial Certification Application
6. Submit a PIC form *if applicable***
7. And . . . **VOILA!**



The NEW Initial Certification Application Form

● SSO email

● Date of hire

● Training completion information

● POC detailed information

Commonwealth of Virginia
Virginia Department of Criminal Justice Services
School Security Officer (SSO)
Initial Certification Application

To Designated Virginia School Security Officer's Point of Contact (POC): In order to conform to Virginia State Regulation 6 VAC 20-240, all applicants for School Security Officer certification must submit to the Virginia Department of Criminal Justice (DCJS) a properly completed and signed application for certification on behalf of the School Security Officer in a format provided by DCJS. **This form is required to be signed and received by DCJS before certification as a School Security Officer is issued and compliance with the regulation is complete.**

SSO Name (First, MI, Last): _____
SSO Email Address: _____
School Division: _____
Date of Hire: _____

In accordance with 6 VAC 20-240-20 Initial Certification and Training Requirements for School Security Officers, all applicants for School Security Officer Certification, hired on or after September 1, 2004, must meet the following conditions. The above-named applicant:

1. has undergone a background investigation, including a fingerprint based criminal history record inquiry of both the Central Criminal Records Exchange (CCRE) and the Federal Bureau of Investigation (FBI);
2. results of such background inquiries were examined by the employing school division.
3. has a high school diploma, has passed the General Education Development (GED) exam, or has passed the National External Diploma program.
4. is a minimum of 21 years of age.
5. possesses a valid driver's license by his or her state of residence to operate a motor vehicle (if applicable by duties of office).
6. has successfully completed basic first aid training, the content of which determined by the employing school division.
7. has complied with compulsory minimum entry-level School Security Officer training requirements on _____ date.
Location of training: _____ Test Scores: _____

I, the School Security Officer School Point of Contact, certify that all entries on this application are true and complete. I understand that all information on this application is subject to verification.

SSO POC Name: _____ Title: _____
SSO POC Email: _____ Phone: _____
Date: _____

6VAC20-240-50. Recertification

Paraphrased below

A. Applications for recertification **shall be received by the department at least 30 days before certification expiration.** It is the responsibility of the individual to ensure recertification applications are filed with the department. A valid certification as a school security officer is required in order to remain eligible for employment as a school security officer. If the school security officer recertification application is on file with the department 30 days prior to expiration, the school security officer may continue to operate in the school security officer capacity pending notification by the department.

B. Applicants for recertification must complete **16 hours of in-service training during each two-year period** after initial certification. ***The in-service training must be school security officer related to include a legal update and other relevant topics approved by the department.***

C. Individuals whose certification is expired shall comply with the initial certification requirements set forth in this chapter.

The CURRENT SSO - Renewal Process

The SSO certification is valid for 2 years from issuance. To renew the certification, the POC must submit:

- A recertification application
- Verification of completion of at least 16 hours of ***job related training*** to include legal updates (PIC forms)

These documents should be submitted together

We would appreciate it if you would submit the recertification application and training verification (PIC forms) between 90 and 30 days prior to expiration.

UPDATE to the EXPIRATION DATE

1. In order to make life a little easier, we are going to adjust all SSO certification expirations dates to the end of the month.
2. For example: SSO John Test has a current expiration date of 4/12/2020. The next time you renew his certification, you will see 4/30/2022 as the expiration date.
3. This will result in only 12 possible expiration dates for you to manage.
4. This process will begin in April 2020 and will continue until all new and existing SSO certifications reflect the change as they are renewed.

“Approved Training”: What is it? Where do we get it?

- The **INITIAL** training must be the DCJS SSO Initial Certification Course
 - Taught by DCJS; or
 - Taught by an SSO Instructor employed by a school division already approved by DCJS
- SSO must attend all modules and complete all portions of the exam with a minimum score of 80%
- Rosters will be maintained by DCJS with all scores
- A DCJS approved PIC form is provided to attendees for the POC
 - NOTE: The PIC form for initial certification training completion is going to be updated soon

“Approved Training”: What is it? Where do we get it?

- The **IN-SERVICE** training must be school security officer related to include a legal update and other relevant topics approved by the department.
- Most DCJS/VCSCS training would be eligible for PIC credit for the SSO
- If you are interested in sending folks to training outside of DCJS, please submit the following **at least 2 weeks PRIOR** to the training so we can evaluate for PIC credit and send you an approval:
 - *Timed agenda to include breaks and date / time / location*
 - *Training session description*
 - *Instructor bio*
- We are developing a new PIC request form for your use. Once this form is available, we will send it out to you!

Training: Our school division wants to train our own SSOs in-house. What is the process?

The division will need to have at least one individual certified by DCJS as an SSO Instructor.

- Submit the [SSO Instructor application](#)
- If all requirements cannot be met, the instructor applicant may submit a [Request for Waiver of Instructor Approval Qualifications](#)
- Instructor Certification is valid for 2 years. Prior to expiration, an [SSO Instructor Recertification Application](#) must be submitted along with training verification.

Once you have an approved instructor, they must submit a [Training Class Request](#) form to DCJS 30 days prior to the scheduled start date for a requested session.

The purpose for submitting the training request is to ensure that the most recent curriculum and tests are being used and provides an opportunity for outside divisions to attend, *if the division allows*

After the conclusion of the session, the instructor must submit all tests along with the daily training roster to schoolsecurity@dcjs.virginia.gov

Where To Find What I Need

We thought you'd never ask . . .

<https://www.dcs.virginia.gov/virginia-center-school-and-campus-safety/k-12/safety-security/school-security-officer-ss0-certification-program>

OR, if you are a visual learner . . .

The screenshot shows the Virginia Department of Criminal Justice Services website. The header includes the Virginia.gov logo, navigation links for Agencies and Governor, and a search bar. The main navigation menu includes links for ABOUT, LICENSING / REGULATION, LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY, JUVENILE / VICTIMS / ADULT SERVICES, GRANTS, and RESEARCH. The page title is "School Security Officer (SSO) Certification Program". The content area includes a sidebar for the Virginia Center for School and Campus Safety with links for K-12, Higher Ed, Public Safety, Grants, Training, and VCSCS Memos. The main text describes the SSO certification program, established in 2001, and provides a list of frequently asked questions. The first question is "Are there any waivers or extensions for the certification process?". The second question is "How do I become an SSO instructor?". The third question is "I am a certified SSO, what should I do?". The fourth question is "What is the process for certification?". The fifth question is "Who can become a SSO?". The answer to the fifth question states that to become an SSO, one must be hired by a school board and meet the following requirements: undergo a background check to include fingerprint-based criminal history record inquiry of both the CCRE and FBI within 30 days of hire; possess a high-school diploma, GED, or equivalent; be at least 21 years of age, and; possess a valid driver's license, if required by the job. Below the FAQ section is a link to the "School Security Officer Database" and a brief description of its purpose and how to use it.

Virginia.gov Agencies | Governor Search Virginia.gov

Virginia Department of Criminal Justice Services
Improving and promoting public safety in the Commonwealth

ABOUT LICENSING / REGULATION LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY JUVENILE / VICTIMS / ADULT SERVICES GRANTS RESEARCH

Virginia Center for School and Campus Safety

K-12
Higher Ed
Public Safety
Grants
Training
VCSCS Memos

School Security Officer (SSO) Certification Program

In 2001, the General Assembly authorized the Virginia Crime Commission to study School Security Officer (SSO) programs throughout Virginia. This resulted in legislation that requires all SSOs to be certified through the Virginia Department of Criminal Justice Services (DCJS) SSO Certification Program. SSO training requirements and other regulations can be found in Regulation 6 VAC 20-240.

SSO Frequently Asked Questions (FAQ's) | SSO Database | Forms | Training, Events, and Resources | Contact Information

School Security Officer SSO FAQs

- Are there any waivers or extensions for the certification process?
- How do I become an SSO instructor?
- I am a certified SSO, what should I do?
- What is the process for certification?
- Who can become a SSO?

To become a SSO, you must be hired by a school board and meet these requirements:

- undergo a background check to include fingerprint-based criminal history record inquiry of both the CCRE and FBI within 30 days of hire
- possess a high-school diploma, GED, or equivalent,
- be at least 21 years of age, and
- possess a valid driver's license, if required by the job.

School Security Officer Database:

The new SSO database is now online and ready for use. It is now required that all SSO Points of Contact enter their new employees into the database, upon hiring, and maintain their records via this site. If you need login information for the database, please email schoolsecurity@dcs.virginia.gov.

The FORMS

Current

- School Security Officer Application
- School Security Officer Extension Request Form
- School Security Officer Recertification Application
- School Security Officer Instructor Application
- School Security Officer Instructor Waiver
- School Security Officer Instructor Recertification Application
- Training Class Request Form
- Partial In-service Credit Request Form
- Armed School Security Officer Training Completion

Under Development

NEW:

- Initial Certification Training Roster
- POC Designation Form
- Training Certificate of Completion (PIC for initial cert)

UPDATED:

- PIC Training Credit Application Form
- Certification with start and end dates
- Training Class Request Form

The DATABASE: How does it work?

- Once you are designated as a POC, DCJS staff will create your POC account and send you login credentials and temporary password.
- When you log in to the SSO database, you will land on your POC homepage
- This is where you will add SSOs, make changes, and review their status



VIRGINIA DEPARTMENT OF
CRIMINAL JUSTICE SERVICES

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Home >> SSOD Database

Print

SSOD Database

Welcome Jane Test

[logout](#)

CONTACT

[Contact Info](#) | [Roles](#) | [Training History](#) | [Certifications](#) | [Search](#) | [All Available Trainings](#) | [My Trainings](#)

Name: Jane Test
Phone: (804) - 205 - 3803
Email: kim.simon@dcjs.virginia.gov
School/Division: VCSCS TEST School
Address: 123 Main Street
Richmond, VA 23219
[Edit](#)

POC
HOMEPAGE

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CRIMINAL JUSTICE SERVICES*Improving and promoting public safety in the Commonwealth*[Home](#)[Print](#)[Home](#)

Welcome Jane Test

[logout](#)

CONTACT

Person

Leave search box blank to view all officers.

[Add New Person](#)

Name	Status	Certification End Date
Test, Joe	CERTIFIED	2022-02-04
Test, Jane		
Test, James	CERTIFIED	2022-02-28

SEARCH
or
ADD

ADDING NEW SSO

The screenshot displays the DCIS (Virginia Department of Criminal Justice Services) web application. A modal form is open in the center, allowing for the addition of a new Security Officer (SSO). The form includes fields for personal and contact information, as well as organizational details. The background shows a user profile for Jane Testa and a list of existing SSOs.

DCIS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Home Print |

Welcome Jane Testa [logout](#)

CONTACT

Prefix:

***Firstname:**

Middle Initial:

***LastName:**

***Role:**

***Email Address:**

***Phone:**

School Division:

School Name:

Name	Certification End Date
Test, Joe	2022-02-04
Test, Jane	
Test, James	2022-02-28

CONTACT

Person

Leave search box blank to view all officers.

[Add New Person](#)**(2619) James Test****CERTIFIED**[Contact Info](#) | [Roles](#) | [Training History](#) | [Certifications](#)

Role	College/University/School	Division	Start Date	End Date	Status	Action
Security Officer	21st Century Academy (Alternative School)	VCSCS TEST School	2020-02-29	2022-02-28		De-Activate Edit Delete

Home

[Contact the Director](#)
[Contact Private Security Services](#)
[Contact Regulatory Affairs](#)
[Contact Law Enforcement Services](#)
[Contact Victims Services](#)
[Contact Juvenile Services](#)
[Contact Correctional Services](#)
[Contact Research Center](#)

About the Director

[Director's Bio](#)

Quick Links

[Human Trafficking](#)
[Report Campus or Local Emergency](#)
[Forfeited Asset Sharing Program](#)
[Blueprints for Change: Criminal Justice](#)
[Policy Issues in Virginia](#)

[Strategic & Service Area Plans](#)
[Virginia Law Enforcement](#)
[Professional Standards Commission](#)
[Integrated Justice Program](#)

CERTIFICATION S TAB

CONTACT

Person Search

Leave search box blank to view all officers.

[Add New Person](#)

(2571) Joe Test

CERTIFIED

[Contact Info](#) | [Roles](#) | [Training History](#) | [Certifications](#)

Certification	Certification Date	Begin Date	Expire Date	Status
VCSCS TEST School				

Security Officer	2020-02-04	2022-02-04	ACTIVE
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Note: SAMPLE only for training purposes - KS 2/4/2020

Home

[Contact the Director](#)
[Contact Private Security Services](#)
[Contact Regulatory Affairs](#)
[Contact Law Enforcement Services](#)
[Contact Victims Services](#)
[Contact Juvenile Services](#)

About the Director

[Director's Bio](#)

Quick Links

[Human Trafficking](#)
[Report Campus or Local Emergency](#)
[Forfeited Asset Sharing Program](#)
[Blueprints for Change: Criminal Justice](#)
[Policy Issues in Virginia](#)

[Strategic & Service Area Plans](#)
[Virginia Law Enforcement](#)
[Professional Standards Commission](#)
[Integrated Justice Program](#)

Resources: Curious for more?

Virginia.gov Agencies | Governor Search Virginia.gov

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ABOUT | LICENSING / REGULATION | LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY | JUVENILE / VICTIMS / ADULT SERVICES | GRANTS | RESEARCH

Virginia Center for School and Campus Safety

Created in 2000, the Virginia Center for School and Campus Safety (VCSCS), located within the Virginia Department of Criminal Justice Service, focuses on improving and enhancing safety by addressing topics which affect Virginia law enforcement, schools, and institutions of higher education. The VCSCS is a resource and training center for information and research about national and statewide safety efforts and initiatives in K-12 schools and institutions of higher education. Through Virginia Code § 1-1-14, the VCSCS is mandated to:

- Provide training for stakeholders,
- Develop, review, and disseminate resources and legislation,
- Facilitate the annual school safety audit,
- Provide technical assistance, and
- Develop partnerships to promote school safety and campus in Virginia.

The VCSCS strives to achieve all of these mandates and to be a one-stop service center to K-12 schools, institutions of higher learning, and law enforcement agencies. On the VCSCS webpages, constituents will find trending topics, resources, trainings, and legislation updates for the fields at:

- K-12
- Higher Education
- Public Safety

Virginia Center for School and Campus Safety Staff
Director
Donna Michaels
804.311.6306

www.doe.virginia.gov

Virginia Department of Education

DIVISION & SCHOOL SAFETY

News & Announcements

School Safety

Reports & Requirements at a Glance

VCSCS Resources Page
Virginia Dept. of Education
Legislative Information System
SchoolSafety.gov
VCSCS Memos

Virginia.gov Agencies | Governor Search Virginia.gov

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ABOUT | LICENSING / REGULATION | LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY | JUVENILE / VICTIMS / ADULT SERVICES | GRANTS | RESEARCH

VCSCS Memos

- VCSCS 20-081 2019-2020 Back to School Safety Message
- VCSCS 20-002 Provision of Annual School Safety Training for Students and Staff
- VCSCS 20-083 Threat Assessment One Day Training Sessions
- VCSCS 20-004 2020 Secondary School Climate Survey for Grades K-12
- VCSCS 20-085 Updated Legislative Summary and Save the Dates

• Contact the Director
• Contact Private Safety Services
• Contact Licensing and Regulatory Services
• Contact Law Enforcement Services
• Contact Victims Services
• Contact Juvenile Services
• Contact Adult Services
• Contact Research Center
• Human Trafficking
• Report Campus or Local Emergency
• For-Relief Needs Sharing Program
• Requesting for Change/Comment
• Justice Policy Issues in Virginia
• Strategic & Service Area Plans
• Virginia Law Enforcement Professional Standards
• Commission
• Integrated Justice Program

www.dcjs.virginia.gov

LIS VIRGINIA'S LEGISLATIVE INFORMATION SYSTEM

2020 SESSION
Commenced January 9, 2020

Bill & Resolutions: House of Delegates bills and Senate resolutions
General Assembly Minutes: Minutes: Governor's Report
Meeting: Legislative Calendar: Legislative Calendar Committee
Vote Register: Senate roll call, committee and floor vote
Daily Floor Calendar: Legislative Calendar
Committee: Legislative Calendar: Committee Information
House Minutes: Senate Minutes: Record of floor action
Workshop: House and Senate committee meeting minutes
Resolutions: Senate resolutions
Lobbyists on a Bill: Lobbyist based on tracking system
Cyclical Bill: Senate roll call of floor resolution

LEGISLATIVE INFORMATION SYSTEM

Bill & Resolutions
Committee Information
Resolutions to the General Assembly
House and Senate Meeting Minutes
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SchoolSafety.gov Present Protect and Mitigate Respond and Recover Get Started

Find Resources to Create a Safer School

SchoolSafety.gov was created by the federal government to provide schools and districts with actionable recommendations to create a safe and supportive learning environment where students can thrive and grow.

Learn More

School Safety Topics

- Bullying and Cyberbullying
- Mental Health
- School Climate
- Emergency Planning
- Physical Security
- Recovery
- Training, Exercises, and Drills
- Threat Assessment and Reporting
- School Security Personnel

Miscellaneous

Please notify us at the schoolsecurity@dcjs.virginia.gov email address of the following:

1. End of employment of SSO
2. Hiring an SSO who is coming from another school division
3. Hiring an ARMED SSO
4. Adding a POC

COMING SOON . . .

A WEBINAR FOR SSO INSTRUCTORS

1. Who is eligible
2. How to apply
3. Rules for conducting a session
4. Requirements for certification and recertification as an instructor
5. Paperwork and documentation
6. Forms
7. Instructional techniques
8. Introduction to the new curriculum

Need Us?

For all things related to applications, database, and forms . . . Contact Carol @ schoolsecurity@dcjs.virginia.gov

For program, roles, and training information or assistance . . . Contact Kim @ kim.simon@dcjs.virginia.gov



Virginia Center for School and Campus Safety

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THANK YOU FOR ALL YOU DO!

