



**Commonwealth of Virginia
Department of Criminal Justice Services**

SCHOOL SECURITY OFFICER (SSO) — Training Completion Form

In order to conform to *Virginia Code*, the Virginia Department of Criminal Justice Services (DCJS) Virginia Center for School and Campus Safety “shall require any school security officer who carries a firearm in the performance of his duties to provide proof that he has completed a training course provided by a federal, state, or local law-enforcement agency that includes training in active shooter emergency response, emergency evacuation procedure, and threat assessment.” **This form is required by DCJS before such school security officer may carry a firearm in the performance of their duties.**

This form is not a certification by DCJS that the school security officer identified herein is proficient in ability or skill in active shooter emergency response, emergency evacuation procedures, or threat assessment. Nor is this form a certification that the individual is proficient with a firearm. It is incumbent upon the local school board to determine whether the individual named within has the necessary skills and abilities to carry a firearm in the performance of his or her duties as a school security officer.

SSO First/Last Name: _____

SSO Employing School Division: _____

Date of Hire: _____ Date of SSO Prior Law Enforcement Retirement/Separation: _____

Prior Law Enforcement Agency: _____

Date of Original SSO Certification: _____

In accordance with § [22.1-280.2:1](#) *Employment of School Security Officers*, all School Security Officers must submit proof of completion of the following trainings to DCJS. To satisfy this requirement, this form must be signed by the chief law-enforcement officer of the law-enforcement agency that provided the training, or the chief law-enforcement officer’s designee, confirming completion of the required training. **Please note training provided by a local law-enforcement agency meets the requirements of § 22.1-280.2:1 only if the school security officer is employed by the local school board for the same locality served by the local law-enforcement agency.**

Training Completed (please check off appropriate boxes):

- Active Shooter Emergency Response Emergency Evacuation Procedure Threat Assessment

I certify that the School Security Officer above attended all training prescribed in accordance with § [22.1-280.2:1](#).

Chief Law-Enforcement Officer/
Designee Name (printed): _____ Date: _____

Chief Law-Enforcement Officer/
Designee Signature: _____ Date: _____

SSO Signature: _____ Date: _____

To be completed by the School Division

Superintendent or Designee Name: _____

Superintendent or Designee Email: _____

Name of Division: _____

I certify the SSO is employed by the division, in good standing, and I have reviewed the attached documentation.

Superintendent or
Designee Signature: _____ Date: _____

The Virginia Department of Criminal Justice Services acknowledges that it has received this form, certified by the above named Chief Law Enforcement Officer or Designee, of your completion of a training course that satisfies the requirements of clause (iv) of *Virginia Code* § 22.1-280.2:1. The local school board that employs you is responsible for ensuring that you have satisfied all the other requirements set forth in of *Virginia Code* § 22.1-280.2:1 in order for you to be authorized to carry a firearm during the performance of your duties as a school security officer.

DCJS Signature: _____ Date: _____