

School Security Officer Certification Program

Virginia Center for School and Campus Safety
School Division Points of Contact Program Orientation
March 11, 2021



WELCOME- We're Glad You're Here!



SRO / SSO Training and Program Coordinator

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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. Resources and training
- 7. How and where to get help







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

§ 9.1-102. Powers and duties of the Board and the Department.

42. Establish, in consultation with the Department of Education and the Virginia State Crime Commission compulsory minimum standards for employment and job -entry and in -service training curricula and certification requirements for school security officers, including school security officers described in clause (b) of 22.1-280.2:1, which training and certification shall be administered by the Virginia Center for School and Campus Safety (VCSCS) pursuant \$9.1184. Such training standards shall be specific to the role and responsibility of school security officers and shall include (i) relevant state and federal laws; (ii) school and personal liability issues; (iii) security awareness in the school environment; (iv) mediati and conflict resolution, including de-escalation techniques such as a physical alternative to restraint; (v) disaster and emergency response; (vi) awareness of cultural diversity and implicit bias; (vii) working with students with disabilities, mental healt needs, substance abuse disorders, and past traumatic experiences; and (viii) student behavioral dynamics, including child and adolescent development and brain research. The Department shall establish an advisory committee consisting of local school board representatives, principals, superintendents, and school security personnel to assist in the development of the standards and certification requirements in this subdivision. The Department 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:

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 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



VIRGINIA LAW

Section 120

Administrative Code ▼ Search Q

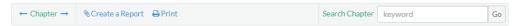
• Administrative Code View by Agency Emergency Regulations VAC# LOOK UP ex. 2VAC5-30-10 Go Constitution of Virginia Charters Authorities Compacts

Uncodified Acts

Administrative Code

Hearing process

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Chapter 240. Regulations Relating to School Security Officers (Read Chapter)

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Section 40	School security officer standards of conduct
Section 50	Recertification of school security officers
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Section 90	School security officer instructor standards of conduct
Section 100	School security officer instructor administrative requirements
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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 fingerprintbased 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 HIRE 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
- 7. And ... **VOILA!**







The NEW Initial Certification Application Form

Commonwealth of Virginia Virginia Department of Criminal Justice Services SSO email 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: 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). 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 4. is a minimum of 21 years of age. Training completion information 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 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. POC detailed information

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 60 and 30 days prior to expiration.



UPDATE to the EXPIRATION DATE

- We have instituted an end of the month SSO certification expiration date.
 - For example: SSO John Test has a current expiration date of 4/12/2020. The next time you renew his certification, you will see 3/31/2022 as the expiration date.
- This means there are only 12 possible expiration dates for you to manage.
- This process began 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
 - o 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
 - O 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
 - o 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 <u>SSO Instructor Recertification Application</u> must be submitted along with training verification.

Once you have an approved instructor, they must submit a <u>Training Class Request</u> 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

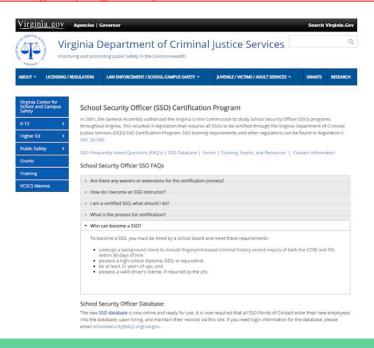


Where To Find What I Need

We thought you'd never ask...

School Security Officer (SSO) Certification Program | Virginia Department of Criminal Justice Services

OR, if you are a visual learner . . .





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
- Armed School Security Officer Training Completion

New / Coming Soon

- Initial Certification Training Roster (for instructors)
- POC Designation Form
- PIC Training Credit Application Form



The DATABASE: How does it work?

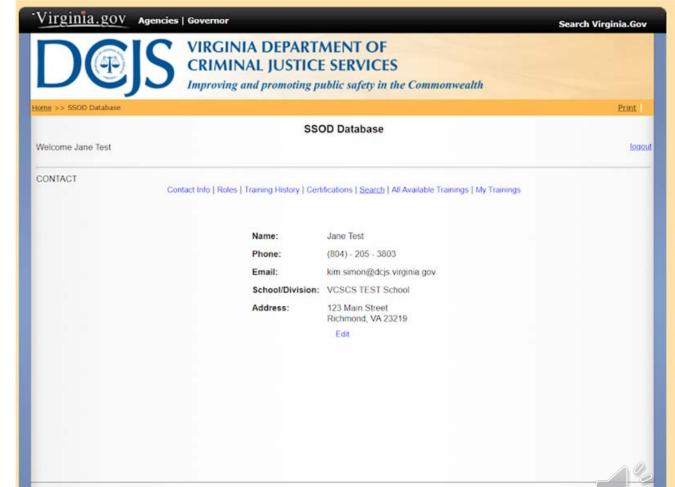
• Once you are designated as a POC, DCJS staff will create your POC account and send you login credentials and temporary password.

• 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



POC HOMEPAGE

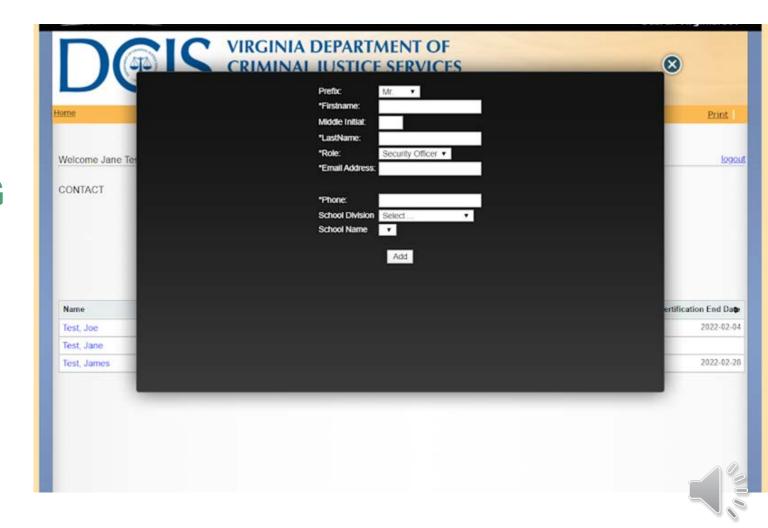


SEARCH or ADD





ADDING NEW SSO



Add New Person

ROLES TAB



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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

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

Quick Links

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Date of Hire

Strategic & Service Area Plans Virginia Law Enforcement Professional Standards Commission Integrated Justice Program



CERTIFICATION S TAB

		Α	

Person	•	Search

Leave search box blank to view all officers.

Add New Person

(2571) Joe Test

CERTIFIED

Contact Info | Roles | Training History | Certifications

Security Officer

2020-02-04 2022-02-04 ACTIVE

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?



VCSCS Resources Page

Virginia Dept. of Education

Legislative Information System

SchoolSafety.gov

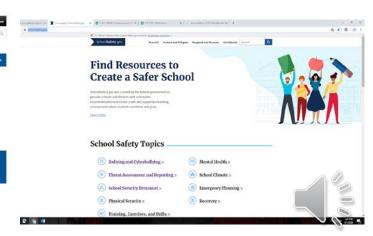
VCSCS Memos



www.dcjs.virginia.gov



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Want updates right in your inbox?



Click on this link on the DCJS homepage to sign up for all VCSCS training and announcements!



Miscellaneous

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

- 1. End of employment of SSO*
- 2. Hiring an SSO who is coming from another school division
- 3. RE-hiring an SSO who has had a gap in employment
- 4. Hiring an ARMED SSO
- 5. Adding a POC



Virginia Center for School and Campus Safety

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Nikki Wilcox, School Safety Audit and Climate Survey Coordinator 804.786.3923



QUESTIONS?

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

THANK YOU!



Live Q & A

