



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

Instructor Application

In accordance with 6 VAC 20-240, the Virginia Department of Criminal Justice Services (DCJS) may approve instructors to deliver School Security Officer (SSO) training and may revoke such approval for just cause. (Applicants for SSO Instructor approval may also submit an SSO Instructor Waiver Application to be reviewed by DCJS outlining previous instructor training or related experience.)

Applicant Name (First, MI, Last): _____

Applicant Title: _____

Applicant Phone: _____ Email: _____

Select highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Select number of years of post high school education: 1 2 3 4 5 6 7

SSO Point of Contact Name: _____

School Division: _____

School Director/Point of Contact Phone: _____ Email: _____

The Virginia Administrative Code Regulation 6 VAC 20-240-70 outlines the following requirements for instructors:

1. Currently certified as a School Security Officer;
2. Have a high school diploma or equivalent (GED etc);
3. Have a minimum of three (3) years management or supervisory experience as a school security officer or with any federal, military police, state, county or municipal law-enforcement agency in a related field; or
 Have a minimum of five (5) years general experience as a School Security Officer, or with a federal, state or local law-enforcement agency in a related field; and
4. Have completed a DCJS School Security Officer instructor course; or
 Have a minimum of one-year experience as an instructor in an accredited educational institution or law enforcement agency.

Include any additional information that enhances the DCJS evaluation of your application. Include training, seminars, certifications, workshops (attach copy):

I, the undersigned, do hereby certify that all entries on this application are true and complete, is subject to verification, and consent to DCJS contacting anything referenced on this application. Further, I have read the Standards of Conduct pertaining to School Security Instructors, as provided in Regulation 6 VAC 20-240 and agree to its content.

Applicant Signature: _____ Date: _____

SSO Director's Signature: _____ Date: _____

Please submit the completed form with documentation to DCJS

Virginia Department of Criminal Justice Services, Virginia Center for School and Campus Safety, 1100 Bank Street, Richmond, Virginia 23219

Fax: 804-225-3853 or Email: schoolsecurity@dcjs.virginia.gov
