

Book: Luzerne Intermediate Unit
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Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of Intermediate Unit students, staff, visitors and facilities.

Definitions

School security personnel - school police officers, school resource officers and school security guards.[\[1\]](#)

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the Intermediate Unit for the purpose of performing school security services.[\[1\]](#)

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[1\]](#)

Delegation of Responsibility

The Executive Director shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the Executive Director shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.[\[2\]](#)

The Executive Director or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[\[2\]](#)

The School Safety and Security Coordinator shall report directly to the Executive Director, and shall be responsible for the following:[\[2\]](#)

1. Oversee all school police officers.

2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
4. Meet with Intermediate Unit employees annually to seek their input on the mandatory school safety and security training.[\[12\]](#)
5. Coordinate a tour of the Intermediate Unit's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the Intermediate Unit to discuss and coordinate school safety and security matters.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Serve on the Intermediate Unit's threat assessment team(s) and participate in required training and the threat assessment process.[\[6\]](#)[\[13\]](#)
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[\[10\]](#)[\[14\]](#)
9. Coordinate school safety and security meetings with Intermediate Unit and building leadership, at least on a quarterly basis.

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators, but shall count toward professional education credit, where applicable.[\[2\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The School Safety and Security Coordinator must complete any additional continuing education as required by the School Safety and Security Committee.[\[2\]](#)

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the Intermediate Unit's current safety and security practices, and identify strategies to improve school safety and security.[2][18]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the Intermediate Unit's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Executive Director or designee, in accordance with Board policy.[6][13]
2. The number and type(s) of school security personnel contracted or employed by the Intermediate Unit, including:[2]
 - a. The number of school security personnel that are armed, listed by type(s) of personnel.
 - b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.
 - c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
 - d. A listing of other individuals utilized by the Intermediate Unit for school safety-related duties.
3. An attendance report of the Intermediate Unit and building personnel present at each school safety and security meeting, including yearly attendance totals.
4. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[10]
5. Information on required school safety and security training and resources provided to students and staff.[10]
6. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in Intermediate Unit programs, information on referrals and services accessed by students and families, and identification of additional resources needed in the Intermediate Unit.[19]

8. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[20]
9. Updates regarding the Intermediate Unit's memorandum of understanding with law enforcement agencies.[20]
10. Updates to laws, regulations and/or Board policies related to school safety and security.
11. Information on tours, inspections and/or School Safety and Security Assessments of Intermediate Unit facilities and programs.
12. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report, including the required information on threat assessment and school security personnel, shall be submitted to the state's School Safety and Security Committee.[2]

The Executive Director or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

Guidelines

School Police Officers

The Intermediate Unit shall employ and/or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[1][21][22][23][24][25]

Within thirty (30) days of court approval for appointment of a school police officer, the Intermediate Unit shall notify the School Safety and Security Committee and submit a copy of the court's order.[21]

School police officer - [1][22][23]

1. A law enforcement officer employed by the Intermediate Unit whose responsibilities, including work hours, are established by the Intermediate

Unit; or

2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[25]

Background Checks –

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all Intermediate Unit employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school police employed by the Intermediate Unit and Board policy 818 for school police employed by an independent contractor or third-party vendor.[24][25][26][27][28][29]

The Intermediate Unit shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the Intermediate Unit and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[30][31]

Following an offer of employment, the Intermediate Unit shall request the separation record for a school police officer employed or contracted by the Intermediate Unit, in accordance with applicable law and regulations for a law enforcement agency.[32][33]

Requirements -

The Intermediate Unit shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, the School Safety and Security Committee and the PA Commission on Crime and Delinquency:[34]

1. The Intermediate Unit's name and the number of school police officers employed or contracted by the Intermediate Unit.
2. The municipalities comprising the Intermediate Unit.
3. The date and type of training provided to each school police officer.

The Intermediate Unit shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[31][35]

School police officers shall take and subscribe to the Oath of Office required by law.[\[36\]](#)

The Intermediate Unit shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with applicable law and Board policy.[\[21\]](#)[\[37\]](#)

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)

School police officers shall possess and exercise the following duties:[\[42\]](#)

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the Intermediate Unit, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the Intermediate Unit until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the Intermediate Unit whose responsibilities, including work hours, are established by the Intermediate Unit, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property of the Intermediate Unit is located.

School police officers shall wear the assigned metallic shield or badge provided by the Intermediate Unit in plain view when on duty.[\[43\]](#)

Legal References

1. 24 P.S. 1301-C

2. 24 P.S. 1309-B

3. Pol. 146.1

4. Pol. 227

5. Pol. 236

6. Pol. 236.1

7. Pol. 249

8. Pol. 333
9. Pol. 351
10. Pol. 805
11. Pol. 819
12. 24 P.S. 1310-B
13. 24 P.S. 1302-E
14. 24 P.S. 1305-B
15. 24 P.S. 1316-B
16. 24 P.S. 1205.1
17. 24 P.S. 1205.5
18. Pol. 006
19. Pol. 235.1
20. Pol. 805.1
21. 24 P.S. 1302-C
22. 24 P.S. 1310-C
23. 24 P.S. 1311-C
24. Pol. 304
25. Pol. 818
26. 24 P.S. 111
27. 24 P.S. 111.1
28. 23 Pa. C.S.A. 6344
29. 23 Pa. C.S.A. 6344.3
30. 37 PA Code 241.5
31. 44 Pa. C.S.A. 7301 et seq
32. 37 PA Code 241.6
33. 44 Pa. C.S.A. 7310
34. 24 P.S. 1303-C
35. 37 PA Code 241.1 et seq
36. 24 P.S. 1304-C
37. 24 P.S. 1305-C
38. 22 PA Code 10.23
39. 22 PA Code 14.104
40. 22 PA Code 14.133

41. Pol. 113.2

42. 24 P.S. 1306-C

43. 24 P.S. 1307-C

44. 24 P.S. 1313-C

45. 24 P.S. 1314-C

46. Pol. 907

47. 24 P.S. 1309-C

48. 42 Pa. C.S.A. 8953

49. 53 Pa. C.S.A. 2303

24 P.S. 1306.2-B

24 P.S. 1319-B

53 Pa. C.S.A. 2301 et seq

Pol. 705

Pol. 709