



SCHOOL SECURITY DETAILS

INDEX CODE: 1630
EFFECTIVE DATE: 12-08-10

Contents:

- I. Definitions
- II. Policy
- III. Department Liaison
- IV. Coordinating Supervisor
- V. Officers' Duties
- VI. Patrol Supervisor
- VII. District/CID Commander
- VIII. Reports
- IX. Proponent Unit
- X. Cancellation

I. DEFINITIONS

A. Extra-Curricular School Event

An organized sporting, social or cultural activity sponsored or sanctioned by the Anne Arundel County Public School system (AACPS), whose participants are either students enrolled in AACPS, parents of AACPS students, AACPS faculty and/or authorized AACPS guests.

B. Police Security

A complement of sworn, off-duty Anne Arundel County Police personnel detailed to a scheduled extra-curricular school event over and above the normally deployed patrol force.

II. POLICY

A. It is the policy of the Police Department to assign sworn personnel to extra-curricular school events for the purpose of maintaining order and for providing a safe environment for students, faculty and spectators. Officers are responsible for facilitating all law enforcement activities related to school events, including quelling disturbances, protecting property and providing safe passage for persons to and from school property.

B. Police personnel working school details will not act in the capacity of ticket sales/takers, hall monitors or chaperons. Chaperoning student discipline and general student conduct for those attending events is the responsibility of school officials.

C. The policy of the Police Department shall permit assigning a sergeant to any "school detail" that requires more than one officer.

III. DEPARTMENT LIAISON

The commander of the School Safety Section will serve as the department liaison to the AACPS Office of School Security Supervisor and facilitate police security at public school-sponsored activities.

IV. COORDINATING SUPERVISOR

A. A coordinating supervisor is a police supervisor responsible for day-to-day coordination and monitoring of school event security for those schools assigned to them. Coordinating supervisors for school details are designated as the Executive Officer in each patrol district, or his/her designee, and the Lieutenant assigned to CID, or his/her designee.

B. The department liaison will receive requests for police security from the appropriate school(s) and/or the AACPS Office of School Security. The department liaison will screen police security requests for the type of event and the number of officers requested. Any unusual or excessive requests for manpower will be brought to the attention of the affected coordinating supervisor. Individual school contacts will be encouraged to notify the School Safety Section commander and/or coordinating supervisors of any canceled events as far in advance as possible.

1. Generally, *a minimum of four (4)* officers will be assigned to football and basketball sporting events. One (1) officer will be assigned to other events, such as plays, variety shows, dances, and other sporting events. The number of authorized officers may be altered to accommodate known rivalries, anticipated large crowds and prior law enforcement-related incidents.
2. Continuing events, such as a girls' game followed by a boys' game or a junior varsity game followed by a varsity game, will be considered as one event.
3. Should an individual school administrator request additional manpower for a given event due to a history of past problems, etc., the department liaison will submit the request to the attention of the affected district or CID commander via his/her coordinating supervisor. The district or CID commander will have the final authority over the number of officers assigned to a given event. If the enhanced coverage request is initiated immediately prior to the event and precludes routine involvement of the indicated commanders, the night commander will exercise final authority.
4. School Resource Officers (SRO) are assigned to each of the twelve (12) AACPS high schools; SROs are additionally assigned to nine (9) middle schools feeding into the public high schools. In light of their extensive familiarity with their respective schools, students, faculty, parents and communities, each SRO will be afforded the opportunity to work school-detail events involving his/her school. Middle school SROs will be afforded the opportunity to work school-detail events involving his/her feeder high school.
5. The department liaison shall receive requests for police security from the appropriate school(s) and/or the AACPS Office of School Security. The department liaison shall ensure affected SROs are afforded the opportunity to work events involving his/her school (or feeder school). The department liaison will forward the roster of events, including names of SROs working the event(s), to the affected coordinating supervisor(s) for further scheduling.

C. The coordinating supervisor will devise and post the schedule of events and the officers' sign-up sheet(s). The coordinating supervisor(s) will monitor this process to ensure, to the degree possible, an equitable distribution of events among interested officers.

D. The coordinating supervisor(s) will furnish a schedule of school events, on a weekly basis, to the appropriate on-duty shift commander. The intent is for the coordinating supervisor to apprise on-duty shift supervision of school events occurring during their tour of duty. Due to the nature of the shift schedule, it may be necessary for the coordinating supervisor to communicate this information to more than one shift of on-duty supervisors. The CID coordinator may fax this information to specific on-duty supervisory personnel as appropriate.

E. Overtime slips generated by school events will be submitted via the officer's normal chain of command. The reviewing supervisor will ensure both the appropriate school administrator and the on-duty police supervisor have previously approved the slip. The signature line for the approving shift or section commander will be used for this purpose, and overtime slips will be forwarded to the appropriate district or division commander for final review and approval. The School Safety Section Commander and coordinating supervisors will be responsible for maintaining overtime records, for ensuring overtime is properly authorized and ensuring events are handled appropriately by those in their respective commands.

F. Overtime will not be paid for canceled school events except in rare circumstances when the event is not canceled until the officer has already arrived at the school. Should this occur, a minimum of three (3) hours overtime will be authorized.

G. Overtime for school events will be compensated for the actual number of hours worked or a three (3) hour minimum, whichever is greater. For the purpose of calculating actual hours worked, the requirement for personnel to arrive one-half hour prior to and remain one-half hour post event, will be incorporated.

H. Following his/her review, the coordinating supervisor will submit the overtime slips to his/her commander for final review and approval.

V. OFFICERS' DUTIES

For the purpose of this section, "Officer" includes all persons working off-duty at a school detail; i.e., police officer, corporal, sergeant, etc.

A. Officers will arrive one-half hour before the scheduled start of each school event, and will remain on the school premises for one-half hour after the conclusion of the event. At the request of the school administrator in charge of the event, the assigned officers may remain on the school premises longer than one-half hour if the circumstances warrant. In this case, an on-duty police supervisor will be contacted by the assigned officers and will respond to the school, evaluate the situation and assume control of the police detail.

B. Officers will notify the Communications Section at the beginning and conclusion of the overtime detail by signaling "10-41" and "10-42". Officers will inform the dispatcher of the school location, type of event, and the identification numbers of all police personnel working the event (i.e., "Ocean # and Sam # are "10-41", "10-61" at Meade High School for a football game.)

C. Officers will make contact with the school administrator in charge of the event in order to gather pertinent information and to have their overtime slips signed. The school administrator will sign on the signature line for the court official. The school official's name will be printed on the line below the signature.

D. After meeting with the school administrator working at the event, officers will contact the appropriate on-duty supervisor within 45 minutes of the start of the event for the purpose of having him/her respond to the site and approve the overtime slip.

E. School event overtime slips will be submitted via the officer's normal chain of command, and must be submitted no later than five (5) days after the event and in the proper pay period.

F. Officers will perform duties as required to prevent and respond to illegal activities occurring in and around school buildings and property. In this regard, officers will:

- Check parking lots before, during and after the event;
- Project a positive and professional image;
- Not become a conspicuous spectator of the event.

If requested, officers will escort school personnel who are making a bank deposit as a result of the event.

G. Officers assigned to school events will wear the uniform of the day in its entirety.

H. It is the assigned officer's responsibility to contact the school on the day of the scheduled event to determine if a scheduled event has been canceled. Overtime will not be paid for events that are canceled in advance. SROs who become aware of cancellations shall notify the School Safety Section commander upon receipt of such information. The School Safety Section commander, or his/her designee, shall notify the affected coordinating supervisor, the Communications Section and Teletype.

I. When an officer signs up for an event, he/she is committed to work the event. If an officer cannot make the assignment, it is the officer's responsibility to find a replacement. In the event of an emergency, the officer will notify the appropriate coordinating supervisor to assist with finding a replacement.

J. Failure to attend an event as scheduled, or failure to comply with these guidelines, may subject an officer to disciplinary action and/or preclude the officer from working future school events.

VI. ON-DUTY PATROL SUPERVISOR

An on-duty patrol supervisor in any district where a school detail is being staffed will physically respond to each school event as soon as possible after being notified of the event. The on-duty patrol supervisor will:

- Ensure the event has been afforded proper police security;
- Determine the need to apply on-duty resources;
- Ensure that officers are wearing the proper uniform and are performing duties consistent with the direction given in this section;
- Approve overtime slips.

On-duty supervisors are not responsible for making any justifying comments on school event overtime slips.

VII. DISTRICT/CID COMMANDER

The district, division or CID commander is responsible for:

- Monitoring the day-to-day activities of the coordinating supervisor operating within his/her command;
- Monitoring overtime expended on school details; and
- Making the final determination as to the number of officers to be assigned to a given school event.

VIII. WRITTEN REPORTS

Officers working school events will complete written incident reports as necessary in compliance with current Department policy. To the extent permitted by law, the Police Department will make these reports available to the appropriate school administrator(s).

IX. PROPONENT UNIT: School Safety Section.

X. CANCELLATION: This directive cancels Index Code 1630, dated 09-03-09.