



Security Officer Training Program

For K-12 Public, Charter Schools, & Higher Education



THE PROGRAM

- **Key Training Objectives:**

- The purpose and scope of a security staff training program should equip school security officers with the critical mindset and skill set needed to: **protect** people and property from emergency situations and any dangers that the school campus encounters, **prevent and plan** for all relative dangers that a school campus and community could encounter before they happen, **respond** to emergency situations and dangers when they happen and help to those in need, **assist in recovery** from any and all dangers that the school campus has experienced.
- School safety officers should receive training and certification (if possible, from an outside organization or inside within the district) on the following security subjects during a one-week security officer training program:
 - **School Campus Orientation:** *Introduction to School Facilities, Staff, & History*
 - **Safety Basic Training:** *All Security Protocols, Procedures, & Policies (including such subjects as: suspicious person training, suspicious packages training, how to respond to an intruder training, etc.).*
 - **Legality & Laws:** *All knowledge and application regarding state statutes, federal laws, and case laws pertaining to security officers in schools.*
 - **De-Escalation Training:** *Defusing Verbal Conflicts with Staff & Students*
 - **Situational Awareness Training:** *Detect & Defend against Dangers*
 - **Emergency Communication Training:** *Intercom, Radios, Anonymous Reporting Tools, & Alerting Apps.*
 - **Defensive & Control Tactics Training:** *Physical Defense & Controls*
 - **Emergency Response Training:** *School Wide Group Responses, Incident Command System Integration, Drills & Mass Incidents,*
 - **Medical & Hazard Training:** *CPR, First Aid, AED, Stop the Bleed, Trauma Wounds (tourniquets, packing wounds, chest seal, etc.) & Fire Extinguishers.*
 - **Cyber Safety & Security Training:** *Internet, Software, & Devices*
 - **Mental Health & Safety Training:** *Harassment/Intimidation/Bullying, Awareness, Building Relationship with Diverse Students, & Mentorship.*



- **Behavioral Threat Assessment:** *Overall Process, Question/Persuade/Refer, scenario assessments, etc.*
 - **Security Team Training:** *School & District Safety Team Member expectations, Team Response & Team Planning.*
 - **For Higher Education:** *Introduction to the Clery Act, the campus safety officer's role in Clery Act requirements, report writing*
 - **Scenario Training:** *Various Interactive Scenarios*
 - **Final Practical & Written Exam:** *Scenario & Written Exams*
 - All training subjects should be carefully crafted and expertly delivered to provide quality instruction and produce quality results based on the following training principles:
 - **Realistic** - Trainings that provide real life solutions to real life problems.
 - **Reasonable** - Trainings that can be performed in real world situations.
 - **Retainable** - Trainings that can be remembered for many years to come.
 - All training subjects should be required for officers to obtain complete program certification and approval from district administration.
- **Officer Training Schedule:**
 - The following example schedule is a training program progression breakdown to provide a one-week completion timeline for each officer to satisfy the training and certification standards for a security officer training program.
 - Day 1:
 - School Campus Orientation - 3 Hours (Classroom Only)
 - Safety Basic Training/Legality & Laws - 3 Hours (Classroom Only)
 - Day 2:
 - De-Escalation Training - 3 Hours (Classroom Only)
 - Situational Awareness Training - 3 Hours (Classroom Only)
 - Day 3:
 - Emergency Communication - 3 Hours (Classroom & Hands On)
 - Defensive & Control Tactics Training - 3 Hours (Classroom & Hands On)
 - Day 4:
 - Emergency Response Training - Half Day (Classroom & Hands On)
 - Medical & Hazard Training - Half Day (Classroom & Hands On)
 - Day 5:
 - Cyber Safety & Security Training - 3 Hours (Classroom Only)
 - Mental Health & Safety Training - 3 Hours (Classroom Only)
 - Day 6:
 - Security Team Training - 3 Hours (Classroom & Hands On)
 - Scenario Training - 3 Hours (Hands On Only)
 - Day 7:
 - Final Practical & Written Exam: All Day (Classroom and Hands On)
 - **Training Delivery Method:**

- Each training consists of a comprehensive and intentionally blended structure of instructional curriculum intermittently integrated with interactive activities designed for optimal engagement, intuitive learning, and productive participation.
- All training subjects are recommended to be delivered in person, and several are in-person only required trainings. However, the following training subjects can be delivered in-person or virtually:
 - *School Campus Orientation*
 - *Safety Basic Training*
 - *Legality & Laws*
 - *De-Escalation Training*
 - *Situational Awareness Training*
 - *Cyber Safety & Security Training*
 - *Mental Health & Safety Training*
 - *Behavioral Threat Assessment Training*
 - *Clery Act Training*
- The following subjects are required in-person trainings:
 - *Emergency Communication Training*
 - *Defensive & Control Tactics Training*
 - *Emergency Response Training*
 - *Medical & Hazard Training*
 - *Security Team Training*
 - *Scenario Training*
 - *Final Practical & Written Exam*
- Training instructional curriculum may consist of the following methods:
 - **Slideshow presentation lecture format for delivering information.**
 - **Projector audio and video components for enhanced learning.**
- Training engagement activities should consist of the following methods:
 - **Scenarios & Simulations**
 - **Interactive Team Activities**
 - **Role Playing Situations**

• Training Subjects Breakdowns

- School Campus Orientation
 - This training should provide officers with knowledge and understanding of the school's ***mission, vision, and culture.***
 - This training should introduce officers to the ***staff and the supervisory structure of the campus overall.***
 - This training should give officers the ***layout of the campus with a thorough understanding of the property design and mapping blueprints.***
- Safety Basic Training
 - This training should provide officers with all ***the school's current Security Protocols, Procedures, & Policies***, instructing them on operational directives on the following subjects: ***Access Control, Visitor***



Management, Building Security, Emergency Drills/Responses, Criminal Reporting and Response, Suspicious person training, Suspicious packages training, How to respond to an intruder training, Use of Force, and Security Staff.

- Legality & Laws
 - **All knowledge and application regarding state statutes, federal laws, and case laws pertaining to security officers in schools.** This training would explain and describe what security officers are allowed and not allowed to do in terms of their authority in schools, as well as what is leading practice overall for security officers.
- De-Escalation Training
 - This training should equip officers with the mindset and skill set needed to be able to **defuse angry people and resolve conflicts of any kind with visitors, staff or students.**
 - This training should focus on delivering key **disciplines for officers to embrace, as well as a step-by-step approach to defuse anger.**
- Situational Awareness Training
 - This training should equip officers with the mindset and skill set needed to **detect any and all kinds of dangers, and to defend against them.**
 - This training should focus on delivering **observational and orientational skills, as well as decision making and response skills.**
- Emergency Communication:
 - This training should equip officers with the **verbal communication skills and technology skills needed to communicate critical information in the event of an emergency or dangerous situation in order to protect people and property.**
 - This training should focus on **how to effectively communicate with two-way radios, intercom systems, smartphone alerting apps, and phone calls.**
- Defensive & Control Tactics Training
 - This training should thoroughly equip officers with the mindset and skill set needed to **become a protector of the people with real life tangible physical defense skills (with and without less lethal weapons, such as: batons, pepper spray, tasers, etc.) and protective decision-making critical thinking abilities, as well as physical control techniques (escorts, using restraint tools such as handcuffs, etc.).**
 - This training should focus on delivering **physical control of combative assailants, as well as physical defensive and offensive tactics (such as strikes for self-defense, control holds, and ground tactics).**
- Emergency Response Training
 - This training should take a deep dive into a **breached lockdown scenario and equip officers with the ability to respond and eliminate this type of threat, as well as assisting others with defending against it.**



- This training should focus on mastering the: ***MOVE/SECURE/DEFEND Response Model or equivalent.***
- Medical & Hazard Training:
 - This training should certify officers in ***CPR/First Aid/AED care in the event of medical situations, Stop the Bleed, Trauma Wounds (tourniquet, packing wounds, chest seal, etc.). As well as, how to handle environmental hazards.***
 - This training should focus on practical certified skills for providing ***medical care, as well as responding to hazards and hazardous situations.***
- Cyber Safety and Security:
 - This training should provide officers with the knowledge and understanding of how to ***maintain safety and respond to cyber threats in the school environment.***
 - This training should focus on delivering critical ***safeguards and practices for use of the internet, technology software, and technology-based devices.***
- Mental Health & Safety
 - This training should equip officers with the ability to ***detect signs of suicidal behaviors CPR (question, persuade, refer) type training, issues of harassment/intimidation/bullying, as well as symptoms of verbal abuse.***
 - This training should focus on providing an overall understanding and ability to ***detect mental health issues for staff and students, as well as how to provide ongoing mentorship to students and staff and outsourcing for professional mental health services.***
 - *This training would also provide training on how to build relationships with diverse students groups, and also how to implement mentorship programs overall.*
- Behavioral Threat Assessment Process.
 - This training should focus on providing an overall understanding and ability to ***conduct Threat Assessments of students to determine the validity of threats or rumors of threats so that the school and district can implement appropriate actions and responses to various threatening situations via a streamlined and standardized Threat Assessment Model within the School District.***
- Security Team Training
 - This training should prepare officers to ***function as a security team in a school setting for the purpose of planning and preparing for emergencies and dangers before they happen and respond to them when they do. This training should be at least equivalent to NASRO (National Association School Resource Officer) School Security Officer Training Program standards.***



- This training should focus on equipping officers with the mindset and skill set needed to ***respond to group emergencies or dangers as well as ensure that security layers and defenses are in place to plan for and prevent them as much as possible in a school campus environment, and to communicate and ensure School / District Safety Team Member expectations.***
 - Clery Act Training
 - This training should provide an introduction to the Clery Act, specifically focusing on the concepts of Clery Act crimes, Clery geography and timely reporting requirements. Because officer reports are often the driver of an institution's Clery Act statistics, the training should also focus on interview questions and report writing ***to ensure the elements of Clery Act crimes and Clery geography are determined and documented.***
 - Scenario Training
 - This training should put officers into situations that require them to put the mindset, and skill sets they have learned to the test in order to ***respond appropriately to a variety of scenarios requiring a security response.***
 - This training should focus on practical and effective immersion for officers to gain valuable experience in ***handling (fictitious) emergency and dangerous situations that they could encounter in their role as a security officer working for a school.***
 - Final Practical & Written Exam
 - This exam should provide officers with the opportunity to achieve certification through ***completion of a written exam as well as a practical single scenario exam where they should be required to respond to a situation appropriately based on the training and experience they have gained from this one-week training program.***
 - The written portion of the exam ***should require officers to achieve a score of 80% or higher to pass the written exam.***
 - The practical portion of the exam ***should require officers to perform and carry out an appropriate response and handling of the situation resulting in resolving the situation overall to pass the practical exam.***
- **Training Development Timeline**
 - The development timeline and phases needed to fully develop this training program and make it ready for implementation could resemble:
 - **90 DAYS / 3 MONTHS**
 1. Phase 1 - 1st Month
 - a. Create and fully develop curriculum content: **Days 1-30**
 - b. Contracts, waivers, and public course material: **Days 1-30**
 - c. Establish & obtain required project budget: **Days 15-30**
 2. Phase 2 - 2nd Month
 - a. Assure compliance with state & federal law: **Day 30-45**



- b. Approve all training subject curriculum: **Days 30-45**
 - c. Review budget and development progress: **Day 45**
 - d. Acquire all needed resources & materials: **Days 45-60**
- 3. Phase 3 - 3rd Month
 - a. Standardize trainer equipment list & syllabus: **Days 60-75**
 - b. Acquire any outsourced trainers needed: **Days 60-90**
 - c. Certify trainers via a master district trainer: **Days 75-90**
- **DAY 90 - Implement Training Program**

- **Training Evaluation Measurements**

- It is recommended that the effectiveness and successfulness of the program be measured by:
 - 1. A Written Exam that passed with a score of **80% (80 points) or higher.**
 - a. The written exam should consist of **100 questions in total.**
 - b. The written exam should contain **25 true or false questions, 50 multiple choice questions, and 25 short answer questions for a total of 100 points possible.**
 - c. Retakes allowed for officers who don't pass the first time.
 - 2. Practical Exams completed by each officer.
 - a. The practical exam should consist of **one scenario** that each officer will have to pass based on their response, handling, and if they resolve the situation.
 - b. The practical exam is passed with a score of **80% (80 points) or higher.**
 - c. The practical exam should be scored on the following categories:
 - i. Preventative Action
 - ii. De-Escalation Resolve
 - iii. Situational Awareness
 - iv. Protective Action
 - v. Personal Safety
 - d. Each of these categories should be worth **20 points each** for a total of **100 points** possible for each officer per scenario.
 - e. Retakes are allowed for officers who don't pass the first time.
 - 3. Officer Feedback Surveys
 - a. Provided to each officer concluding the program.
 - b. Consisting of quality assurance questions based on a satisfaction scoring of 1-10, with one representing "Poor" and 10 representing "Excellent", etc.

In conclusion, it is highly recommended that each school stakeholder is actively engaged during their Idaho Office of the State Board of Education Safety and Security Program's Threat and Vulnerability Assessment. This engagement will ensure the Security Officer program, along with the school's overall safety and security framework, is efficiently and effectively assessed to help safeguard, improve, and maintain the overall safety and security profile.

It is also recommended that School Districts establish a multi-disciplined School Security Officer Stakeholder Committee, or equivalent, which would meet regularly to provide guidance, enhance quality, maintain standardization, and ensure proper implementation of an effective School Security Officer Training Program.