



# SCHOOL SECURITY DETAILS

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### **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 *or lieutenant* 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 *assigned to the School Safety Section* responsible for day-to-day coordination and monitoring of school event security for those schools assigned to them.

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 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 *department liaison*, the night commander will exercise final authority.
  4. School Resource Officers (SRO) are assigned to AACPS high schools *and* 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.
  6. Every SRO assigned to a public high school has developed personnel deployment plans for his/her assigned high school. These plans have been developed in collaboration with AACPS and are based on historical safety, traffic and crowd considerations. Generally, a member of the School Resource Unit will be assigned as the "Officer-in-Charge" (OIC) of each school detail. The OIC will be responsible for coordinating police personnel assigned to the school detail, assigning these persons duties listed in the pre-established deployment plans and serving as liaison with school officials at the event. When supervisory personnel are assigned to a school detail, the OIC will provide personnel deployment recommendations to the supervisor based on pre-established deployment plans developed for every public high school location. At the completion of each school detail, the OIC will submit a School Detail Activity Sheet to the School Safety Section containing the names of all personnel assigned to the event and a description of any significant incidents.
- C. The coordinating supervisor *is responsible to schedule the appropriate number of personnel for each approved school detail. The coordinating supervisor will create a "Special Event" in TeleStaff to fill vacant positions for each school detail. Officers and supervisors will enter the "Availability" work code on their TeleStaff calendars if they are interested in working a "School Detail" and the vacant positions will be filled following the rules built into the TeleStaff system. When creating a TeleStaff "Special Event" for a school detail, the starting time will be 30 minutes prior to the start of the school detail event. The ending time will be 30 minutes after the event is scheduled to end. The TeleStaff "Special Event" for school details will be scheduled for the time the event is expected last, taking into the account the 30 minute prior and post event times.*
- D. *Officers and supervisors assigned to the school detail "Special Event" by the TeleStaff system do not need to "add" an overtime code in TeleStaff. If the school detail event went past the expected end time for all personnel working the event, the coordinating supervisor must be notified. The Coordinating supervisor will advise the TeleStaff Administrator, who will adjust the time in TeleStaff for all personnel working the event. If an individual officer(s) or supervisor(s) must work beyond the time the school detail "Special Event" was scheduled to end (i.e. an arrest was made, etc.), they will "add" the appropriate overtime/comp time work code*

*and the number of hours worked past the ending time of the “Special Event.” The “From” time will start at the time the school detail TeleStaff “Special Event” ended.*

E. 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. *The coordinating supervisors are responsible to notify officers (and supervisors) scheduled to work the school detail of any cancellations; and for removing the “Special Event” from TeleStaff if notification was made prior to officer’s arrival.*

## 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 no later than 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.

D. 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.

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

F. Overtime will not be paid for events that are canceled in advance. SROs who become aware of cancellations shall notify the *coordinating supervisor* upon receipt of such information. The *coordinating supervisor* or his/her designee, shall notify the affected *officers and supervisors*.

G. When an officer *is assigned to a school detail* event, he/she is committed to work the event. In the event of an emergency, the officer will notify the appropriate coordinating supervisor. *If the school detail is more than 3 days away, the coordinating supervisor will remove the officer or supervisor from the TeleStaff “Special Event” and allow TeleStaff to fill the vacancy with another officer or supervisor who has made themselves “available” for the “Special Event.” If the detail is 3 days or less away, the coordinating supervisor will follow the manual TeleStaff “fill by rules” procedures.*

H. 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

*If a supervisor is not assigned to the school detail “Special Event”, 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;

**VII. 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).

**VIII. PROPONENT UNIT:** School Safety Section.

**IX. CANCELLATION:** This directive cancels Index Code 1630, dated ***12-04-12***.