

SCHOOL SAFETY & SECURITY DEPARTMENT PROCEDURE
ASSIGNMENT OF OFFICERS FOR SECURITY AT MEETINGS

Date: 11-18

1. All officers assigned for security of meetings shall be assigned by the Director of the School Safety and Security Department or his/her designee, which will typically be a captain or lieutenant assigned to Central Headquarters.
2. The designation officer shall be aware of the purpose of security. Additionally, the officer to be assigned shall be familiar with the key persons to attend the meeting or activity.
3. If the officer to be assigned has previously been engaged in an altercation, the issuance of a citation or arrest of any student, parent or third party who is expected to attend the meeting, that officer will not be assigned as security and an alternate officer will be assigned.
4. If, after arriving at the location of the assignment, the officer assigned realizes that he/she has had a prior exchange which led to an altercation, issuance of a citation or arrest of any student, parent or third party who is present, such officer shall excuse him/herself and notify the Director of the School Safety and Security Department or his/her designee that another officer should provide security.