

ADMINISTRATIVE REGULATIONS REGARDING ARMED SECURITY OFFICERS

I. Armed Security Officer Program

- A. The Berlin Board of Education (“Board”) authorizes the placement of Armed Security Officers (“ASOs”) in its school buildings. The ASOs shall provide for the safety and security of students and school personnel.
- B. The ASOs shall support the District in promoting a safe, secure, and positive school environment. Each ASO shall be a visible and active figure at the schools and shall be charged with safeguarding and protecting students, staff, the school community, and school property.

II. Supervision

- A. The ASOs shall be supervised by the Security, Safety and Residency Director (“Director”). The Director shall report directly to the Director of Business Operations. The ASOs and the Director shall be under the general supervision and guidance of the Superintendent of Schools. In addition, with respect to daily basic school security and safety issues, the ASOs shall be subject to general supervision and guidance by the building administrators of the schools to which they are assigned, in collaboration with district administration. The ASO program is under the general supervision of the Superintendent.
- B. In any situation in which law enforcement personnel are present, the ASOs shall defer to the law enforcement personnel in responding to and addressing the situation.
- C. The ASOs shall complete such training and certifications by the Board as are deemed necessary by the Superintendent or his/her designee.
- D. With respect to firearm training and certification issues, as directed by the Superintendent or his/her designee, the ASOs shall be overseen by and shall obey orders from the Berlin Police Department Chief of Police.

III. Firearm Handling and Storage

- A. The Board shall issue each ASO a firearm and any other equipment (including ammunition) necessary for the performance of his/her duties. Such weapon and equipment are the property of the Board and shall only be carried by the ASO while on duty and may only be used by the ASO in the performance of his/her duties. The ASO may only use the weapon and equipment assigned to him/her in the performance of his/her duties.
- B. ASOs shall be required to qualify with their assigned firearms twice each year. The Board will arrange for the qualification testing through the Berlin Police Department.
- C. The ASOs shall carry their assigned firearm and other equipment at all times while on duty unless directed otherwise by the Superintendent or his/her designee. The ASOs shall carry their assigned firearm only in a concealed manner using a holster provided by the Board. The ASOs shall not display or handle their assigned firearm at any time except for inspection and training

purposes by the Berlin Police Department or when the use of deadly force is required, as set forth herein.

- D. While off duty, each ASO shall store such weapon and equipment securely in accordance with applicable law. An ASO may not permit anyone to handle or access such weapon or equipment while off duty.
- E. ASOs shall not store or leave a weapon or equipment unattended at any time. ASOs shall not permit anyone other than another ASO or an authorized representative of the Berlin Police Department to handle any firearm or equipment issued to the ASO by the Board. A violation of this provision shall subject the ASO to immediate termination.
- F. At the end of each school year, the ASOs shall surrender their issued firearms to the Berlin Police Department, as directed by the Director, for secure storage during the summer months. The ASOs shall return all other equipment issued by the Board to the Director.
- G. Upon cessation of employment, the ASO shall promptly return all weapons and equipment assigned and issued by the Board to the Board.
- H. ASOs shall maintain their assigned firearms and equipment in a safe, clean, and operable manner, in accordance with manufacturer specifications. No modifications may be made without the prior review and written approval of the armorer of the Berlin Police Department and the written approval of the Superintendent or his/her designee. ASOs shall report any damaged or defective firearms or equipment to the Superintendent or his/her designee.
- I. ASOs shall report any discharge of their assigned firearms to the Superintendent, the building principal, and the Director.

IV. Role of Armed Security Officers

- A. ASOs shall conduct no search of the person or property of any student or any other individual, except as directed by a school principal or other administrator.
- B. ASOs shall conduct no seizure of any student or any other individual, except as directed by a school principal or other administrator, or in an emergency situation when necessary to prevent immediate or imminent injury to a student or other person. Any use of force used to restrain a person must be the least amount necessary to detain the person, and must be reasonable under the totality of circumstances.
- C. Any restraint or seclusion of a student in accordance with this section must be consistent with state and federal law and all Board policies and administrative regulations (including but not limited to Board Policy 5142, Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out, and Administrative Regulation 5142-R). All armed security officers shall be trained in accordance with Section XI of Administrative Regulation 5142-R.
- D. Any ASO who conducts such a seizure in accordance with this section shall notify the school principal (or, in the event of the unavailability of the principal, another administrator in the

building or a Central Office administrator) regarding such seizure as soon as reasonably practicable.

- E. ASOs shall have no role with respect to such disciplinary action other than, upon the request of the Superintendent or his/her designee, acting as a witness in student disciplinary procedures.
- F. ASOs shall not have any role in restraining or secluding students as part of any student's education plan.
- G. ASOs shall have the authority to question students or visitors suspected of unlawful activity and/or violations of Board policy in school or on school grounds at the request of the Superintendent or his/her designee and only if a building administrator or local law enforcement officer is not readily available during a situation that may pose a direct threat to students, visitors and/or staff.
- H. ASOs may use force, including deadly force, only to the extent authorized by applicable federal and/or state laws. ASOs are expected to be familiar with applicable laws and regulations governing the carrying and use of firearms, including the use of force. Unless permitted by law and mandated by the need to use force to protect human life, or in the context of an approved firearms training or qualification under the supervision of the Berlin Police Department, ASOs shall not fire their weapons. Any use of force and any discharge of a firearm other than in approved firearms training or qualification shall be promptly reported to the Superintendent, the building principal, and the Director.
- I. ASOs shall not take any action that interferes with the responsibilities of the school administration.
- J. ASOs shall not access education record information except as permitted by Board policy concerning the confidentiality of education records, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and applicable state law.

V. Duties of ASOs

Subject to the provisions of any applicable federal, state, and town laws, and District/Board policies, regulations, and procedures, the essential duties and functions of ASOs shall be as follows:

1. Engage in the detection and/or prevention of any unauthorized activity on or around school grounds, including, but not limited to, the unlawful intrusion or entry on school property from imminent life threatening dangers;
2. Monitor access of buildings and grounds (when applicable), make routine checks of exterior doors to ensure they are closed and locked, at appropriate times, and take steps to deter or prevent entry by unauthorized persons on school property;
3. Patrol halls and make routine checks of classroom doors to ensure that they are locked, at appropriate times (lock down);

4. Respond to situations which may jeopardize the welfare of students or staff in accordance with all applicable federal and/or Connecticut laws and Board policy;
5. Use physical force when necessary and appropriate in accordance with state and federal law and Board policy and regulation;
6. Abide by all Board Policies and Regulations;
7. Monitor parking lots during arrival at and dismissal from school;
8. Identify and report any hazardous condition to school administrators or other appropriate staff members;
9. As requested by the district administration, assist in the development and implementation of plans and strategies to prevent and/or to minimize dangerous situations on school grounds;
10. Act as liaison and make notification to appropriate public safety or EMS first responders in routine, emergency or high risk situations as directed by the district administration;
11. Participate in professional development and training deemed necessary by the school administration;
12. Store firearm, ammunition, and equipment safely and in accordance with all applicable Board policy and federal and/or Connecticut laws;
13. Meet and greet students, staff, and public respectfully and courteously;
14. Identify and address unauthorized persons who pose eminent life threatening danger and take appropriate action with respect to such persons, if necessary;
15. Carry any legally prescribed identification card at all times while on school property;
16. Call police/law enforcement officials for assistance as needed;
17. At all times while on school property, wear such distinctive uniform and or insignia as may be designated by the Board for identification purposes; and
18. Perform other duties as assigned by the Superintendent of Schools, Director of Business Operations and the building administration.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

VI. Qualifications and Experience

In order to be and remain employed as an ASO, an individual must possess and maintain the following minimum qualifications:

1. Must have excellent integrity and demonstrate good moral character and initiative;
2. Must have at least fifteen years prior experience as a sworn law enforcement officer with an organized local police department, a federal law enforcement agency, or the Division of State Police within the Department of Emergency Services and Public Protection, and must provide positive references from each prior employer in a law enforcement capacity;
3. Must have been certified by the Police Officer Standards and Training Council (“POSTC”) or received certification that meets or exceeds the standards of POSTC while serving as a sworn law enforcement officer, and must have retired in good standing from an organized local police department, a federal law enforcement agency, or the Division of State Police as required by Connecticut General Statutes § 10-244a;
4. Consistent with the law, must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
5. Must hold and maintain a valid driver’s license with no significant traffic infractions;
6. Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete semiannual firearms training provided by the Berlin Police Department or a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council, as well as any other training required by law or Board policy;
7. Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms on school property;
8. Must participate in and pass a full background investigation which may be required by the Board and/or by state or federal law;
9. Must submit to and pass a complete psychological exam prior to employment and at any other time during their employment as required by the Board;
10. Must be able to perform each essential function satisfactorily with or without reasonable accommodations. An individual may be required to submit to fitness for duty examinations at least annually, or as may be necessary, in accordance with the law.
11. Must meet all requirements for an armed school security officer pursuant to Connecticut law, as amended from time to time, and/or must meet all requirements of a qualified retired law enforcement officer pursuant to 18 U.S.C. § 926C, as amended from time to time.