

Book	Policy Manual
Section	800 Operations
Title	School Police Department Policy and Procedures Manual
Code	_____
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## **Police General Role**

### Purpose

To provide all members of the Big Spring School District School Police Department (referred to in this Policy as the "Department") with a clear understanding of the role of the School Police Department, its policies and procedures, the significance of the oath of office, and the importance of adhering to the policies and procedures of the Big Spring School District.

### Order

It shall be the operating order of the Big Spring School District School Police Department to have all members adhere and subscribe to the role, mission, oath of office, and code of conduct of the Big Spring School District and all Big Spring School District policies.

### Oath of Office

Each member of the police department shall take, subscribe and abide by the written oath of office set forth below before a magisterial district judge or prothonotary prior to performing [duties](#):

"I do solemnly swear or affirm that I will support, obey, and defend the Constitution of the United States and the constitution of the Commonwealth and that I will discharge the duties of my office with fidelity."

### Mission Statement

The mission of the Big Spring School District Police Department is to protect and serve the students, faculty, staff and visitors of the District while maintaining a safe and secure environment for all in which to learn, work and grow as individuals.

### Statutory Authorization

The Big Spring a School District School Police Department derives its authority from the Pennsylvania Public School Code, as amended, 24 P.S. Section 13-1302-C, and from the Order(s) of the Court of Common Pleas of Cumberland County, [Pennsylvania](#).

## **Command Protocols**

### **Officer in Charge/School Safety and Security Coordinator**

The Officer in Charge shall be designated by the Superintendent of Schools with the consent of the Board of School Directors, and may be one-in-the-same as the School Safety and Security Coordinator and shall be responsible to carry out daily activities of the Department in accordance with this manual and the directive(s) of the School Safety and Security Coordinator and the Superintendent of Schools (or assignee).

### **Absence of the Officer in Charge**

The Officer in Charge shall, with the consent of the Superintendent, appoint an individual to act in his/her capacity during any prolonged absences. This individual shall have the authority to act on behalf of the Officer in Charge and carry out daily activities of the Department. If the Officer in Charge is unable to appoint an individual to act in his/her capacity due to illness, injury, or other circumstance, the next in command authorized to act in his/her capacity shall be the officer with the greatest seniority.

## **Appearance, Uniform, and Equipment**

### **Purpose**

The purpose of this policy is to establish guidelines to govern the personal appearance of Big Spring School District school police officers and the wearing of the appropriate police uniform.

### **Policy**

It is the policy of the Big Spring School District School Police Department that all officers present a neat and clean personal appearance and image to the students and staff of the District and the general public.

1. All officers shall wear the uniform as authorized in this policy, unless otherwise specified. Certain uniform additions or changes may be established by the Coordinator and District Superintendent or his/her designee.
- 2.
3. No uniform or part of the uniform that may identify an officer as a Big Spring School District police officer may be worn by an officer while off duty.

### **General Regulations**

1. Uniforms worn by an officer shall be clean and professional in appearance. When any uniform item is so worn or damaged so as to present an unprofessional appearance, it shall not be worn and shall be replaced.
2. If a uniform item is damaged in the course of duty so that it may no longer be worn, the damaged uniform shall be replaced without cost to the officer.
3. The required uniform to be worn by all officers shall consist of a Big Spring School District School Police polo shirt or sweater approved by the Big Spring School District and khaki pants, with the badge or shield (and identification card(s)) as set forth in this policy and required by law.

### **Grooming**

Officers shall be attentive to clean and neat personal hygiene when reporting for duty.

1. Hair shall be neat and clean in appearance at all times.
2. Facial hair shall be neatly trimmed.

3. Tattoos deemed to be inappropriate by the Officer in Charge or administration of the Big Spring School District must be covered so that they are not visible while the officer is in uniform.

#### Required Uniform Accessories

1. The official Big Spring School District badge shall be a metallic badge with the words "School Police" and Big Spring School District on the badge. It shall be worn on the belt or on a lanyard around the neck by all officers at all times when in uniform.
2. The following safety equipment: service pistol (Glock model 45, 9mm and as otherwise authorized by the Coordinator and/or Officer in Charge), ammunition magazines, approved taser, and any other equipment authorized and issued by the District.
3. Only Department-approved safety equipment and weapons shall be authorized for use by members of the Big Spring School District School Police Department, except in an emergency. Officers shall only be authorized to carry and use weapons after successfully completing the required training.
4. Officers on duty and in uniform or in civilian clothing shall carry an official identification card. It shall be displayed when necessary to establish credentials. If the card is lost or stolen, it shall be reported immediately to the School Safety and Security Coordinator.

#### **Use of Force**

##### Purpose

The purpose of this policy is to provide officers with a clear and consistent understanding of their performance expectations when force is asserted, upon any person. In addition, this policy details authorized weapons, their respective training, and the reporting requirements when the use of force is asserted, as a result of the physical resistance and/or assaultive behavior of another.

##### Policy

It is the policy of the Big Spring School District School Police Department that all persons, regardless of their involvement in a situation, shall be treated with courtesy and dignity, to the extent that such treatment is allowed by the subject's actions. Police officers shall maintain professional behavior at all times and shall never use a greater degree of force than that which is lawful, reasonable and necessary for the specific situation.

##### Disclaimer

The Big Spring School District recognizes that this policy is a guideline. It is understood that no set of policies or procedures can effectively cover every possible scenario an officer may encounter. The Big Spring School District also recognizes that the judgment and discretion of the individual officer involved govern much of the decision-making utilized in use of force incidents.

##### Definitions

**Use of Force** – the amount of effort required by an officer to compel compliance from a person. Force used shall be determined based on the facts and circumstances confronting the officer and judged from the perspective of a reasonable officer on the scene.

**Deadly Force** – any force, which under the circumstances in which it is used, is readily capable of causing death or serious bodily injury.

**Less-Lethal Force** – any force other than that which is considered deadly force.

**Serious Bodily Injury** - bodily injury that creates a substantial risk of death, or which causes permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

**Objectively Reasonable** – in determining the necessity for force and the appropriate level of force, officers shall objectively evaluate each situation in light of the known facts and circumstances, including but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject and the danger to the community.

**Authorized Firearms** – firearms, meeting standards and requirements approved by the Coordinator or his/her designee for official use, and with which the officer has satisfactorily met all training requirements and qualification standards.

**Deadly or Potentially Deadly Force** - force that, under the circumstances in which it is to be used, is readily capable of causing death or serious bodily injury. An officer will utilize deadly force on another only when legally justified, when the need to do so is strong and compelling and only as a last resort when the lower levels of force have been ineffective or would be inappropriate given the threat level confronting the officer.

#### Firearms Possession and Related Equipment

While on duty, all officers shall carry their approved and District-issued firearms fully loaded, with a minimum of one (1) additional magazine and all other related equipment.

In the event that an officer loses or has stolen his/her issued firearm, and/or any other firearm authorized for duty use, that officer shall immediately notify the Officer in Charge, and the Superintendent, or his/her designee, of such loss or theft and have the incident documented accordingly.

Officers shall take their firearm home at the end of each work day where the weapons will be retained and secured safely and appropriately.

#### Use of Force Continuum

Officers are permitted to use the degree of force reasonable to accomplish their lawful objectives and to overcome any unlawful resistance. An officer's degree of force shall be in direct relationship to the level of resistance of the suspect, the imminent threat the suspect poses to the officer or another, and the need for immediate control. Once an officer has affected control of a situation, s/he shall make reasonable efforts to de-escalate the situation to the lowest level of force necessary to maintain control of the situation/subject.

**Important Disclaimer:** this section and this entire policy is explanatory in nature and is intended as a guide for Department personnel in accomplishing their mandated lawful objectives. It shall not be considered or construed to create a higher legal standard than what is provided by law.

#### Use of Deadly Force

Big Spring School District school police officers shall comply with all applicable laws and regulations relative to the use of deadly force. The following instances serve as a guide for officers and should not be considered as an absolute standard:

1. Such force is necessary to prevent death or serious bodily injury to him/herself or another person, or
2. When s/he believes that:
  - a. The subject has committed, possesses a deadly weapon, or otherwise indicates that s/he will endanger human life or inflict serious bodily injury.
  - b. When s/he reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious bodily injury.

## Lethal Weapons

Only weapons, ammunition and accessories that are approved by the Big Spring School District may be used by officers in the performance of their responsibilities, except in an emergency.

The District shall issue each officer one (1) Glock, Model 45, 9mm caliber semi-automatic pistol, with installed Glock night sights and three (3) high capacity magazines for duty use as a primary duty weapon.

Officers will be required to complete annual training and certification requirements for all weapons as required by all applicable laws.

Officers are authorized to use their firearm when they reasonably believe that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury.

Officers are held accountable for the safe handling and security of his/her weapons at all times.

## Use of Authorized Less-Lethal Force Weapons

Big Spring School District school police officers shall be authorized to use all such less-lethal weapons as are approved by the School Safety and Security Coordinator and for which the officer has completed the required training.

Restraining students shall be done by officers in accordance with all applicable laws and regulations and to the extent possible or practicable:

1. School police officers will only restrain to prevent a student from either harming him/herself or others.
2. School police officers, when possible, should notify the principal, an assistant principal or a designee of the principal's office of the need to restrain.
3. School police officers will assist in a restraint of a student if additional assistance is required by the principal or his/her designee to ensure the safety of the student and others.

## Training

Officers both on or off duty, shall carry only those weapons or tools for which current proficiency training and qualification standards have been demonstrated in accordance with all applicable laws and regulations in the sole discretion of the School Safety and Security Coordinator of the District.

All firearms qualification courses utilized will meet or exceed the requirement for such courses established by recognized and approved training criteria.

Members authorized to carry firearms must meet the qualifications standards and achieve the minimum passing scores established for the authorized firearm that they are required to carry. Officers must at all times demonstrate knowledge and safe handling of all authorized and approved firearms being used in the sole discretion of the School Safety and Security Coordinator or Officer in Charge.

Each officer authorized to carry a firearm or other authorized tool or weapon, who fails to obtain a qualifying score or recertification with the applicable firearm or other authorized tool or weapon, shall receive remedial instruction and shall qualify or re-certify prior to resumption of use of said weapon(s).

## Medical Attention Following Use of Force

Consistent with this policy and where it has become necessary to employ force that results in injury, where that injury is known, suspected or alleged, officers shall, when it becomes safe to do so, employ medical aid as they would for any injured person, and summon emergency medical assistance if necessary.

Officers shall arrange for an emergency medical service to examine, treat and/or transport to a medical facility a subject if the force utilized by police personnel caused more than superficial injuries, or the subject requests medical attention.

## **Detention Procedures**

### Purpose

All persons taken into custody by the Big Spring School District school police shall be treated in a manner which provides for the safety of all concerned; a respect for human dignity; the preservation of the legal rights and property of the individual; accurate documentation; and administrative efficiency.

### Policy

This policy is regulated by all applicable law and regulation. Officers shall follow the guidelines set forth in this policy as follows:

Any individual accused of a criminal act, that would be a misdemeanor or felony, will be referred to the local law enforcement office with jurisdiction.

### Alternatives to Arrest

When an arrest is not mandated by this policy, an officer may exercise discretion, consistent with the laws of the Commonwealth of Pennsylvania and the provisions of this policy and the policies of the Big Spring School District and choose informal action to solve a given problem, such as referral, informal resolution, and written or verbal discipline or warning.

#### *Referrals -*

The officer may offer referrals to other agencies and organizations when, in the officer's discretionary judgment, after consultation with the director, or his/her designee, it is the most reasonable alternative for the offender.

#### *Informal Resolutions -*

An officer may offer informal resolutions to situations and conflicts when in the officer's judgment after consultation with district administration they can be adequately resolved by the use of verbal warnings, or consultation with the student's parents/guardians.

#### *Warnings -*

Warnings or discipline may be issued in conjunction with the administration of the Big Spring School District

## **Search and Seizure**

Officers shall conduct all searches in accordance with all applicable laws and regulations and the policies of the Big Spring School District including but not limited to Searches (policy 226).

## **Juvenile Procedures**

### Detention Cases

Instances in which a detention case is appropriate include but are not limited to the following:

1. The alleged delinquent act constitutes a summary offense of disorderly conduct containing some element of bodily injury or threat of bodily injury.
2. In the opinion of the officer, circumstances dictate the need for juvenile court detainment.
3. The juvenile is a habitual offender.

4. There is probable cause to believe that the juvenile may abscond if released.
5. There is no parent or legal guardian to ensure the appearance of the juvenile at Juvenile Court for prosecution.
6. An attachment or custody order exists for the juvenile.
7. The juvenile is an absconder from another juvenile detention center.
8. In either a referral or a detention case, prosecution of the juvenile offender will be initiated by completing a Written Allegation of Delinquency.

When a juvenile has been detained or held, in non-secure or secure custody, and a decision is made to release the juvenile, the officer shall release the juvenile into the custody of his/her parent, legal guardian, or person authorized by the juvenile's parent or legal guardian. Upon release, the officer will complete a Juvenile Release Form, obtaining the identity, along with the signature, of the person taking custody of the juvenile.

### Child Abuse

In cases where an officer has reasonable cause to suspect that a child is a victim of child abuse as defined in the Pennsylvania Child Protective Services Law, Officers must call Childline at 1-800-932-0313. Failure to report is a violation subject to prosecution. Good faith reports made pursuant to this requirement receive immunity from civil and criminal liability. Additionally, a report of suspected child abuse must also be completed and forwarded to the Cumberland County Children and Youth Agency in accordance with Pennsylvania law.

Notification will be made to the law enforcement office with jurisdiction, who will be requested to assume the duty of the lead investigating agency of the incident. Big Spring School District school police will assist as needed and only upon request by the lead agency.

### Standards of Conduct

Officers shall comply with the standards in this section.

1. Becoming Conduct - officers shall conduct themselves at all times, in such a manner as to reflect favorably on the School District and shall comply with all policies and procedures of the Big Spring School District.
2. Immoral Conduct - officers shall not participate in any incident involving immoral conduct which impairs their ability to perform their duties or causes the Department to be brought into disrepute.
3. Cooperation/Coordination - officers shall coordinate their efforts with all other employees of the School District and other agencies, with the objective of ensuring maximum achievement and continuity of purpose through teamwork. All officers are charged with the responsibility of fostering and maintaining a high degree of cooperation within the District and with all other assisting agencies.
4. Obligation to Duty - officers shall, at all times, respond to the lawful orders and other proper authorities, as well as requests for police assistance from students, staff and citizens.
5. Reporting to Duty - officers shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall also be properly uniformed and equipped.
6. Identification as a Law Enforcement Officer - except when impractical or not feasible, or where identity is obvious, officers shall identify themselves by displaying the Department's official badge and/or identification card before taking action. Upon request of a staff member of the District, or any citizen, officers shall willingly provide their name and badge number in a courteous manner.
7. Training - officers shall attend all assigned training as directed by their supervisor and as appropriate to their assignment. Such attendance at training is considered a duty assignment. This section does not apply to voluntary training.
8. Honesty and Integrity - officers shall always provide complete and honest responses to any questions related to the performance of official duties, or the ability to perform official duties, when questioned by appropriate authority, and when preparing and submitting any written documents relating to the performance of duty or ability to perform official duties.



### Dissemination of Information

Officers shall not disseminate internal Department information to any outside agency or person except in the performance of duty. Information may be disseminated to law enforcement or other criminal justice agencies for official purposes without prior approval.

Officers may remove or copy official records or reports from a School District facility only in accordance with existing regulations and procedures and with approval of the director.

Some hazardous situations may demand immediate notification of local news media to request public service announcements; however, generally, the Superintendent, or his/her designee shall be the point of contact for the release of information to the media. Unless specifically authorized to respond to media requests for information regarding a specific incident or general information regarding the Department and its operations, officers shall refer media requests to the Superintendent.

### Witness

Officers shall report as a witness in a judicial proceeding when duly notified or subpoenaed. Officers shall not testify in a civil case in which the School District may have an interest without prior approval of the Superintendent, unless they have been legally summoned to do so, in which case the Superintendent shall be notified in writing in advance of such testimony.

### Operation of a Private Vehicle

Officers may operate a personal/private vehicle while on-duty, to travel to and from the various schools, court appearances, or other authorized circumstances.

### Driver's License

Officers shall possess and maintain a current valid Pennsylvania driver's license. In the event that an officer loses his/her license or has their license suspended, the officer shall be immediately reported to the director.

### Prohibited Activities

The following is an illustrative list of prohibited activities and is not intended to be exhaustive and cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics, policies and specific action or inaction that is detrimental to efficient service:

1. Loitering.
2. Sleeping on duty.
3. Abuse of sick leave.
4. Use of tobacco products on duty.
5. Use of illegal drugs and alcohol.
6. Inappropriate use of firearms.
7. Misuse of School District equipment for personal use.
8. Appearing for duty while impaired by drugs or alcohol.
9. Any offense which is a criminal act, not including summary traffic offenses.



## Other District Policies

Officers shall comply with all applicable District policies.

## Administrative Requirements

### *Reports -*

Officers shall promptly submit all reports as required by applicable law and policies of the Big Spring School District and as requested by the director or Officer in Charge.

## Equipment and Buildings

### *Equipment Care and Maintenance -*

All uniforms and equipment purchased by and issued to Department officers shall remain the property of the Big Spring School District. Officers shall be held strictly accountable for the proper care, security, use and maintenance of all articles, uniforms and official equipment provided. If property is lost or intentionally damaged, personnel may be responsible for reimbursement charges and/or disciplinary action. Uniforms and official equipment shall only be worn or used in accordance with Department regulations.

### *Damaged or Inoperative Property or Equipment -*

Personnel shall immediately report to the School Safety and Security Coordinator, in writing, any loss of, or damage to, Department property assigned to or used by them.

## Psychological Services for School Police Officers

In all cases whereby a person has been killed or injured as a result of a firearm discharge by a member of the Big Spring School District School Police, the officer shall be required to undergo an emotional debriefing with a psychologist provided by the Big Spring School District within five (5) days of the incident.

## Miscellaneous

This manual is subject to change by the Big Spring School District and is subject to procedural administrative regulations approved by the Superintendent or director.

Legal

- [1. 24 P.S. 1304-C](#)
- [2. 24 P.S. 1302-C](#)
- [3. 24 P.S. 1306-C](#)
- [4. 24 P.S. 1309-B](#)
- [5. 24 P.S. 1307-C](#)
- [6. 24 P.S. 1305-C](#)
- [7. 22 PA Code 14.133](#)