

# SCHOOL SAFETY AGENT

## APPENDIX A

O\*NET CODE 33-9032.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

### WORK PROCESSES

	<b>Approximate Hours</b>
<b>A. Use and Inspection of Equipment</b>	<b>200</b>
1. Use of two-way walkie-talkie radio and associated “10 codes”.	
2. Use of handcuffs, use of hand-held metal detector.	
3. Use of fingerprinting equipment:	
a. standard	
b. computerized (if available)	
4. Use of fire extinguishers.	
5. Inspection of radios and fire extinguishers.	
<b>B. Communication</b>	<b>400</b>
1. Communication with students and avoidance of excess familiarity.	
2. Communication with co-workers and staff.	
3. Maintenance of activity log.	
4. Note-taking.	
5. Report writing.	
<b>C. Screening of Entrants to Building</b>	<b>600</b>
1. Checking of identification; maintenance of visitors’ log.	
2. Issuance of visitors’ passes.	
3. Information and direction giving.	
4. Familiarization with faces and names of staff and students.	
<b>D. Patrolling and Fixed Post Observation</b>	<b>750</b>
1. Patrolling patterns.	
2. Observation techniques.	

3. Familiarization with class schedules and exceptions.
4. Familiarization with building rules and policies.
5. Questioning of students and suspicious persons.
6. Enforcement of building rules and policies.
7. Crowd control.
8. Reprimanding and removal of loiterers and disorderly persons.
9. Clearing of building and grounds at dismissal time.
10. Verifying security of locked areas and equipment.
11. Summoning aid for ill or injured persons.

**E. Contraband** **500**

1. Identification of various types of weapons.
2. Dealing with an armed individual.
3. Identification of controlled substances.
4. Identification of controlled substance users.
5. Search and seizure.
6. Safe handling of weapons.
7. Securing and vouchering of contraband.

**F. Conflict and Crisis Resolution** **750**

1. Intervention in verbal disputes.
2. Intervention in physical disputes.
3. Unarmed self-defense methods.
4. Summoning of aid for injured students.
5. Disciplinary and counseling referrals.
6. Notification of parents or guardians.
7. Handling suicide threats.

**G. Arrests and Court Testimony** **600**

1. Effecting an arrest.
2. Passive restraint.
3. Interrogation, statements, and confessions.
4. Preliminary investigation of a crime scene.
5. Preservation of evidence.
6. Presentation of testimony in court.

## H. Evacuations

200

1. Familiarization with school safety plan.
2. Fire drills, bomb threats, actual emergencies.
3. Implementation of evacuation procedures.

**Approximate Total Hours 4,000**

*Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>.*

# **SCHOOL SAFETY AGENT**

## **APPENDIX B**

### **RELATED INSTRUCTION**

#### **Written and Oral Communication**

1. English, including:
  - a. Grammar/Parts of Speech
  - b. Complete/Incomplete Sentences
  - c. Punctuation
  - d. Word Usage
  - e. Police Department Jargon
  - f. Report Writing
2. Communication I
3. Communication II
4. Radio Usage/Communications (hands-on)

#### **General Occupational Background**

1. Orientation
2. School Administration
3. School Governance
4. Student Support Services, including:
  - a. Adolescent Issues – Suicide
  - b. Discipline Issue – Corporal Punishment
  - c. Conflict Resolution Program
  - d. Attendance Matters
  - e. Child Abuse
  - f. Substance Abuse Prevention and Intervention Programs
5. Special Education
6. Community School District Affairs
7. Safety Plans
8. School Safety Plan

#### **Behavioral Science**

1. Orientation

2. Introduction
3. Tactical Communications
4. Personality/Socialization
5. Perception
6. Attitude/Prejudice/Myths
7. Racism/Sexism/Homophobia
8. Hate Crimes
9. Title VII/Sexual Harassment
10. Introduction to Cultural Competence
11. Religious Diversity
12. Lesbian/Gay/Bisexual/Transgender Community
13. Authority & Ethics
14. Suicide Awareness
15. Conflict Resolution
16. Crisis Intervention
17. Psychological First Aid
18. Victimology
19. Domestic Violence
20. Teen Violence
21. Child Abuse
22. Youth & Adolescence
23. Domestic Preparedness
24. Problem Solving Workshop
25. Alcoholism
26. Stress Management
27. Ethics and Integrity (Courtesy, Professionalism & Respect)
28. Discretion/Policing Professionally
29. Policing Impartially (Effects of Bias & Prejudice)
30. Bullying
31. Use of Positive Reinforcement
32. Industrial & Labor Relations (20 hours)
  - a. History and background (6 hours, 1<sup>st</sup> year)
  - b. Current laws and practices (14 hours, 2<sup>nd</sup> year)

## Law

1. Orientation
2. Introduction to Law
3. U.S. Constitution/Bill of Rights
4. Criminal Justice System/Court Structure
5. Student Rights & Responsibilities
6. Standards of Proof and Probable Cause
7. Laws of Arrest
8. Legal Powers of Peace Officers
9. Search & Seizure
10. Accusatory Instruments (Introduction to Criminal Procedure Law)
11. Miranda Warnings/Statements and Confessions
12. Interviewing and Interrogation Techniques
13. Eyewitness Identification
14. Rules of Evidence
15. Civil Liability
16. Use of Force and Justification
17. Bribery and Related Offenses
18. Introduction to Penal Law and Elements of Offense and Anticipatory Offense
19. Disorderly Conduct
20. Harassment and Aggravated Harassment
21. Reckless Endangerment
22. Menacing and Loitering
23. Assault
24. Homicide
25. Offenses Relating to Juveniles
26. Burglary and Related
27. Larceny and Robbery
28. Criminal Mischief and Arson
29. Sex Offenses
30. Weapons Offenses
31. Resisting Arrest, Obstructing Governmental Administration, Escape

32. Riot and Related Offenses
33. Court Room Testimony
34. Perjury
35. Drug Offenses
36. Marijuana
37. Computer/Cyber Crimes
38. Counterterrorism
39. Gang Awareness/Gang Intelligence

### **Police Science**

1. Entry-Level Field Training (observation of an experienced SSA at work)
2. Introduction and Orientation
3. Disciplinary Procedures
4. Civilian Complaint Review Board (if applicable)
5. Office of Equal Employment Opportunity
6. Sexual Harassment Prevention Training – must comply with section 201-g of the Labor Law
7. Courtesy, Professionalism & Respect
8. Observation Skills/Descriptions
9. Department Guides/Directives/Manual
10. Attendance Procedures and Policies
11. Report Writing
12. Complaint Reporting System, School Related Criminal Activity, Criminal Incident Report
13. Portable Radio Communication/Codes
14. Preliminary Investigation/Crime Scenes
15. Handling Evidence
16. Aided Cases (victim in need of medical assistance)/Accidents City Involved
17. Processing Property
18. Arrest Procedures/Transporting Prisoners
19. Searches
20. Identifying Gangs and Gang Activity/Safe Corridor Safe Passage/Duties of Precinct Youth Officer (if applicable)/Duties of School Crossing Guard

21. Metal Detection/Scanning (hands-on)
22. Explosive Devices/Bomb Threats
23. Uniform Visitor Control Procedures
24. Fire Safety
25. Scanning (all methods of metal/weapons detection)
26. General Regulations – Borough Structure
27. Field Operations & Department of Education
28. Commanding Operations – Seven Major Crimes
29. Incidents (Forms & Format)
30. Crime Scene
31. Radio Protocol & Activity Log
32. Arrest Procedures – Standard Operating Procedures (S.O.P.'s)
33. Completion of Paperwork Involved in the Processing of an Arrest
34. Computerized Fingerprinting: Theory & Concepts (if available)
35. Computerized Fingerprinting: Equipment (if available)
36. Patrol Response & Preparation
37. First Responder/Incident Commander & Levels of Mobilization
38. Field Training
39. Incident Command System
40. Property Procedures
41. COMPSTAT (Computerized Statistics) – S.O.P.'s & Preparation
42. Drug Awareness
43. Uniform Inspection/Rank Insignia
44. Report Writing
45. Leadership in the Workplace
46. Putting Ethics Into Action
47. Internal Affairs Bureau
48. Integrity Issues
49. IAB Intelligence
50. Civilian Line-of-Duty Injuries

## **Physical Training & Tactics**

1. Introduction
2. Orientation & Military Drill
3. Fundamental Calisthenics/Self Defense
4. Calisthenics
5. Self Defense
6. Frisking and Handcuffing
7. Disorder Control
8. OSHA Training: all applicable regulations, standards, rules
9. PESHHA Training (if applicable)
10. CPR/First Aid – minimum 6.5 hours every 3 years
11. Automated External Defibrillator (AED)

## **Other Related Courses as Necessary**

A minimum of 144 hours of Related Instruction is required for each apprentice for each year.

Appendix B topics are approved by New York State Education Department.