



North Allegheny School Police Department Strategic Guidelines

Mission and Responsibilities

The “**Mission Statement**” clearly defines the purpose and direction of the North Allegheny School Police Department. It demonstrates our commitment to providing the highest level of service at all times to those we serve.

The mission of the North Allegheny School Police Department is to keep the students, employees, and visitors to the North Allegheny School District as safe as possible.

We, the North Allegheny School Police Department, stand ready to:

- Protect human life;
- Serve without reservation or favor;
- Stand as partners with all; and
- Help all schools feel safe and secure.

The North Allegheny School Police Department is composed of experienced Law Enforcement Officers formerly from State, County, and Municipal Law Enforcement Agencies. All North Allegheny School Police Department Officers have or will have completed the National Association of School Resource Officers (NASRO) Basic and Advanced SRO course.

The North Allegheny School Police Department shall place particular emphasis on the following:

- Responding to Violent Critical Incidents (VCIs)
- Building healthy and positive relationships with the students, staff, and school community, paying special attention to students with disabilities and special needs
- Visitors entering school property
- Monitoring Perimeters (i.e., exterior doors and parking areas)
- Vehicular traffic and activity
- Monitoring movement in hallways, cafeteria, and stairwells
- Sports and extracurricular activities
- Arrivals to and departures from the campus(es)
- Potential conflicts and signs of bullying
- Infractions identified by District employees
- Security at all schools in the North Allegheny School District

CORE VALUES:

The “**Core Values**” of the North Allegheny School Police Department clearly identify to all members the ideals that will guide organizational conduct. These values establish the terms by which the North Allegheny School Police Department will be held accountable and serve to challenge and guide all members.

All sworn personnel shall abide not only by the Strategic Guidelines of the North Allegheny School Police Department (the “Procedures”) but shall be expected to abide by and adhere to the “Core Values” contained in this document. Failure to do so on the part of any member of the North Allegheny School Police Department may subject that member to disciplinary action.

It is our responsibility to provide committed service through honor, integrity, courage, respect, and compassion. Those core values are defined below.

HONOR:

We are people of principle; we are driven to pursue the hard right versus the easy wrong.

INTEGRITY:

Integrity reflects our values in action. Our actions reflect the Law Enforcement Code of Ethics; we do the right thing without exception so that our behavior inspires and sustains the confidence of our community.

COURAGE:

In valor, there is hope. We are undaunted by the challenges before us and resolute in our commitment.

RESPECT:

We respect the dignity and worth of all and treat everyone with dignity and respect.

COMPASSION:

Ours is a profession of service. Our compassion binds us to the communities we serve and inspires us to help others and promote justice.

PURPOSE

These Procedures provide the North Allegheny School Police Officers with general guidelines on the scope of their authority and powers as determined by law and by the North Allegheny School Board, including the use of force, deadly force, and non-deadly force. This is for North Allegheny School Police Department use only and should not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. It should serve as a guideline, which may warrant departure under unusual circumstances to respond appropriately. These strategic guidelines may be reviewed and/or revised annually or at the discretion of the North Allegheny School Board.

North Allegheny School Police Officers shall use only that force which is objectively reasonable under all circumstances known to the Officer at the time to effectively bring an incident under control while protecting the lives of the Officer(s) and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Build positive relationships with students and the school community.
2. Identify and take into account students with disabilities and/or special needs in the school community.
3. Patrol the entire building throughout the school day to include the outside perimeter of the building.
4. Check exterior doors. Exterior/outside doors shall be closed and locked at all times.
5. Maintain radio contact with the school office.
6. The North Allegheny School Police Officer shall be mobile and visible all day.

7. Assist teachers with monitoring the corridors during each class change (especially historically noted high traffic and/or problematic areas).
8. Assist teachers in preventing congestion and standing in corridors.
9. Monitor the cafeteria, gym (sports complex), and classroom areas.
10. Inspect and monitor stairwells and open storage areas (before, during, and after school).
11. Become familiar with building staff and their routines.
12. Monitor and inspect restrooms (ensure students do not congregate).
13. Watch for conflicts among or between students.
14. Monitor students as they approach and leave the building. Additional attention shall be given to late arrivals.
15. Monitor the lunchroom.
16. Monitor students during outdoor activities.
17. Assist the Principal/Assistant Principal with door and building monitoring.
18. Communicate with students; make them feel secure about their safety.
19. Share any criminal intelligence information that is gathered with local law enforcement.
20. The North Allegheny School District Administration and North Allegheny School Police Department shall ensure that local law enforcement is notified of any incident that potentially involves a misdemeanor or felony criminal offense.
21. The North Allegheny School Police Department uniform shirt, jacket, or rain jacket shall clearly display the word "Police" and shall not be covered by any other garment while on duty.
22. A school police officer shall, when on duty, wear a metallic shield or badge with the words 'School Police' and the name of the school entity or nonpublic school for which it is appointed. The shield shall always be worn in plain view when on duty except when employed as a detective (24 P.S. § 13-1307-C).
23. The North Allegheny School Police Department has authority over all School District properties. This includes school campuses, school buses, or transportation that transports students on or off the School District's property. This also includes vehicles leased by the School District.
24. The North Allegheny School Police Department shall not make any administrative decisions regarding student discipline. All incidents of student infractions, school rules, policies, etc., including inappropriate behavior, must be reported to an administrator.
25. Administrators and teachers shall identify and correct student(s) who violate rules and/or display inappropriate behavior. When a student(s) does not comply, or it is evident that the student(s) has/have no intention of complying, the North Allegheny School Police Officer shall assist. When warranted or requested, the North Allegheny School Police Officer shall accompany the student(s) to a requested location, administrator, or the designee.
26. A school infraction(s) and/or inappropriate behavior viewed by a North Allegheny School Police Officer in the absence of an administrator or teacher shall be handled and documented by the North Allegheny School Police Officer. When warranted or requested, the North Allegheny School Police Officer will accompany the student to a requested location, administrator, or designee.

Confidentiality:

The North Allegheny Police Department will demonstrate respect and maintain the highest degree of confidentiality about personnel and student records and personal communication from community members, the School Board, and staff. This North Allegheny School Police Department Strategic Guidelines document will be reviewed annually, and updated training will be provided when necessary.