

## School Safety Program Guidance & Requirements for School Year 2024-2025 Schools Awarded a School Resource Officer School Safety Officer or a Juvenile Probation Officer

This document summarizes the School Safety Program (SSP) requirements for School Year (SY) 2024-2025 for schools awarded a School Resource Officer (SRO)/School Safety Officer (SSO) or a Juvenile Probation Officer (JPO). Please also read in its entirety the [School Safety Program Officer Manual](#), which is available on the School Safety Program website -- <https://www.azed.gov/ssp> A separate guidance document is provided for schools awarded a school counselor or school social worker.

If you have questions about this document, please contact the SSP team at [SchoolSafetySocialWellness@azed.gov](mailto:SchoolSafetySocialWellness@azed.gov).

Program Requirement	Information	Resources
<b>Training</b>	<p>Each of the following program participants has an annual training requirement to meet:</p> <ul style="list-style-type: none"> <li>● District/Charter Administrator</li> <li>● Site Administrator (principal, assistant principal, or dean of students)</li> <li>● School Resource Officer/School Safety Officer or Juvenile Probation Officer</li> <li>● Agency Supervisor</li> </ul> <p>See the School Safety Program University Course Catalog and the School Safety Program Training Schedule for additional information on who attends what training.</p>	<p><a href="#">SSP Annual Required Training</a></p> <p><a href="#">SSP Training Schedule</a></p>
<b>School Safety Assessment and Prevention Team (SSAPT)</b>	<p>The purpose of the SSAPT is to conduct a safety needs assessment, use the needs assessment data on an on-going basis to determine the use of the officer consistent with program requirements, coordinate efforts of this program with other safety and prevention programs and activities to achieve greater effectiveness, and make recommendations for continuous improvement of the program. A team may be formed specifically to meet this requirement, or an existing appropriate team may be utilized. The officer is encouraged to participate actively in sharing his/her knowledge of community resources.</p> <p>The SSAPT is required to meet at a minimum on a quarterly basis. For SSP purposes, quarterly is defined as three-month intervals (July-September, October-December, January-March, and April-June). Monthly meetings are recommended.</p> <p>The team membership must consist of:</p> <ul style="list-style-type: none"> <li>● Site Administrator (principal, assistant principal, or dean of students)</li> <li>● School Resource Officer/School Safety Officer or Juvenile Probation Officer</li> </ul>	<p><a href="#">SSAPT Agenda Example</a></p> <p><a href="#">SSAPT Agenda Template</a></p>

Program Requirement	Information	Resources
	<ul style="list-style-type: none"> <li>School prevention coordinator, or school mental/behavioral health expert, or registered nurse, or similar role</li> </ul> <p>Other members can be added as needed. For example, district transportation representative, teacher representative, etc.</p> <p>A sample SSAPT agenda template is included in the Resources column.</p>	
<b>Operational Plan</b>	<p>Under the direction of the school administrator, each school is required to develop and utilize an operational plan that incorporates program requirements and illustrates the site-specific program design in a succinct and logical manner. The plan is a fluid document that should be used by the school administrator, officer, and SSAPT to monitor program implementation and provide continuous improvement throughout the school year.</p> <p>The Operational Plan template is included in the Resources column.</p>	<p><a href="#">SSP Needs Assessment Example</a></p> <p><a href="#">SSP Needs Assessment Template</a></p> <p><a href="#">SSP Operational Calendar Example</a></p> <p><a href="#">SSP Operational Calendar Template</a></p> <p><a href="#">SSP Strategic Plan Example</a></p> <p><a href="#">SSP Strategic Plan Template</a></p>
<b>Law Related Education (LRE)</b>	<p>In response to the valuable input of SROs and school administrators on the SSP, the decision has been made to remove the annual 180 hour requirement for LRE, effective immediately. This will allow school administrators to utilize officers more flexibly based on their data and campus needs. The number of LRE hours taught will now be determined by school administration, the SRO, and the agency supervisor to meet the needs of their campus.</p> <p>It is recommended that officers provide LRE instruction as a prevention activity and opportunity to build relationships. The development and implementation of LRE must be based on a need's assessment. LRE may be provided virtually.</p>	.

Program Requirement	Information	Resources
<b>Officer Weekly Log</b>	<p>Officers are required to complete a weekly activity log that tracks LRE instruction hours, teacher and subject, the topic of each LRE lesson (based on the number of hours determined by the school administrator, SRO/SSO/JPO, and agency supervisor); other safety activities led by the officer, and the time the officer is off their assigned campus during their duty hours, regardless of the reason.</p> <p>Officers may develop their own log that tracks required time or may use ADE’s recommended activity log available on the School Safety Program website.</p>	<p><a href="#">Officer Activity Log</a></p>
<b>Officer Time on Campus</b>	<p>When school is in session, an SRO is required to be on campus 80% of the time. A JPO is required to be on campus 90% of the time. An SSO is required to be on campus 100% of the time.</p>	
<b>Officer Performance Assessment</b>	<p>The site administrator is required to complete an officer performance assessment twice a year. The assessment must be shared with the officer’s supervisor.</p> <p>See the Guidance Manual for additional information</p>	
<b>Service Agreement</b>	<p>For each site receiving funding under the School Safety Program, a Service Agreement must be developed between the district/charter and the law enforcement agency/probation department. The document shall be completed annually, within 30 days of when the officer begins work at the school. Arizona Revised Statute 15-154 requires that the Service Agreement include a dispute resolution process between the district/charter and the law enforcement agency.</p> <p>A sample service agreement is available on the School Safety Program website.</p>	<p><a href="#">Sample Service Agreement</a></p>
<b>Program Reporting</b>	<p>Schools are required to track the following data:</p> <ul style="list-style-type: none"> <li>• Quarterly SSAPT meetings (meeting dates, safety concerns identified by data, data reviewed, team member attendance)</li> <li>• LRE hours and other safety activities (see Officer Weekly Log above)</li> <li>• Officer time on campus</li> <li>• Training attendance</li> </ul> <p>The data collected may be utilized for the end-of-year reporting and for program evaluation purposes.</p>	

Program Requirement	Information	Resources
<b>Program Evaluation</b>	Arizona Revised Statute 15-154 requires the ADE to evaluate the effectiveness of the School Safety Program and report on the activities of the program to the President of the Arizona Senate, the Speaker of the Arizona House of Representatives, and the Governor of Arizona on or before November 1 of each year. The evaluation and report shall include survey results and data from participating schools on the impact of participating in the School Safety Program. Schools awarded funding under the School Safety Program agree to participate in the evaluation.	
<b>The following are recommended, but not required</b>		
<b>Training Electives</b>	SSAPT members are encouraged to participate in electives that support campus needs. Some electives will be offered or recommended by the SSP. These electives should not be confused with the annual required SSP University Course Topics.	
<b>Before and After School Activities</b>	Participate in before and after-school activities where possible to build relationships with students and staff.	
<b>School Leadership Teams</b>	Participate in school leadership teams to build relationships and networks.	