



**Campus Safety**  
**STANDARDS OF SERVICE**  
**and EXPECTATIONS**

**SCHOOL-YEAR 2018/19**

*“At the end of the day, the goal is simple ...  
Safety and Security.”*

Students First

Integrity

Equity

Collaboration

Accountability

Fun

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## Department of Safety Senior Leadership Team

Chief: Michael Eaton

Deputy Chief: Robert Grossaint

Campus Safety Commander: Valerie Barrientos

Emergency Management Director: Melissa Craven

**Communications Center 24/7: (720) 423-3911**



## Campus Safety Supervision and Leadership

### Sgt. Jeff Beckford

Office (720) 424-1884  
Cell (303) 518-9804

\* As of August 20, 2018

- Evie Dennis / Regis Groff Campuses
- Farrell B. Howell
- Florida Pitt Waller
- High Tech Early College
- Dr. Martin Luther King Jr. Early College (MLK)
- Legacy Options
- Marie Greenwood Academy
- Montbello Campus
- Montbello Career & Technical HS
- Omar D. Blair
- Paul Sandoval Campus
- Rachel B. Noel Campus
- William "Bill" Roberts

### Sgt. Shawn Fernandez

Office (720) 424-1910  
Cell (720) 839-1089

\* As of August 20, 2018

- Abraham Lincoln Campus
- Career Education Center (CEC)
- Grant Ranch
- Henry Campus
- John F. Kennedy HS
- Kepner Campus
- Kunsmiller Creative Arts Academy
- Lake International Campus
- North HS Campus
- Skinner Middle School
- Strive Prep Sunnyside
- Summit Academy HS

### Sgt. John Mullins

Office (720) 424-1894  
Cell (303) 472-5689

\* As of August 20, 2018

- Compassion Road Academy
- Contemporary Learning Academy (CLA)
- Denver Center of International Studies (DCIS Baker)
- George Washington Campus
- Grant Middle School
- Hamilton Middle School
- Hill Campus of Arts and Sciences
- Merrill Middle School
- Place Bridge Academy
- South HS
- Thomas Jefferson HS
- West Campus

### Sgt. Marion Murray

Office (720) 424-1913  
Cell (303) 519-0814

\* As of August 20, 2018

- Bruce Randolph MS/HS
- Colorado High School Charter - GES
- Denver Center for 21st Century Learning (DC-21)
- Denver School of the Arts (DSA)
- Dora Moore
- East HS
- Floater Officers
- Manual Campus
- McAuliffe International at Smiley
- Morey Campus
- PREP Academy

**Commander: Valerie Barrientos** – Office (720) 424-1896 / Cell (303) 591-4160

**Lieutenant: Randall Doizaki** – Office (720) 424-1897

**Department of Safety Communications Center 24/7 – (720) 423-3911**



## CAMPUS SAFETY OFFICER RESPONSIBILITIES

Campus Safety Officers are employees of the DPS Department of Safety and report to the Campus Safety Commander. The responsibilities of Campus Safety Officers evolve from Denver Public School's mission and goals outlined in *The Denver Plan*, as well as the mission statement of the Department of Safety.<sup>1</sup>

Campus Safety Officers provide proactive Safety Services as determined by the Department of Safety. These services may be accompanied by school or campus specific Safety action plans pertaining to student safety plans, school interiors, campus grounds and areas adjacent to district property.

Campus Safety Officers are licensed through the City and County of Denver. It is the responsibility of Campus Safety Officers to track the annual expiration date of their license and to initiate the renewal process prior to expiration. Campus Safety Officers without an active license are immediately suspended from their Campus Safety duties.

Campus Safety Officers are expected to maintain a professional appearance in accordance with the Department of Safety appearance standards at all times while on duty at any district facility, or at any district sponsored event. Officers may only wear department issued uniforms, equipment and authorized accessories.

Campus Safety Officers are NOT permitted wear school logo clothing or dress in costume or disguises of any kind while on duty.

Officers, without exception will recognize and respect all cultural and ethnic diversity and provide excellent customer service with any persons they contact.

Campus Safety Officers are expected to develop and maintain a professional working relationship with students and staff.

Campus Safety Officers are not permitted to engage in ANY "social" activity whatsoever with students while on-duty or off-duty, at any time or at any location.

Any requests by students or others for assistance or advice outside of the Campus Safety Officer's responsibilities is to immediately refer the student to a qualified school staff member (i.e. school nurse, social worker, school psychologist, counselor or administrator).

Officers are expected to immediately respond to any crisis related issue, in the school, on the campus or near district property.

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<sup>1</sup> The duties are guided by the (District) Human Resources job description; the current Denver Federation for Paraprofessionals Agreement; and further outlined by district policy, as well as department policies and procedures. Additionally, some safety activities are governed by municipal code and state law.



Campus Safety Officers must immediately notify the Department of Safety Communications Center when a defined Critical Incident (*Department of Safety Priority One*) occurs on campus.

- Critical Incidents “Priority One”
  - Abduction / Kidnapping In-Progress
  - Accident with Injuries (motor vehicle / bus)
  - Arson In-Progress
  - Assault In-Progress
  - Bomb Threat
    - Suspicious Item or Package
  - Burglary in-Progress
  - Child Abuse / Neglect In-Progress
  - Duress/Panic Activation
  - Evacuation of Building(s)
  - Explosion
  - Firearm / Gun
  - Firearm Secured / Unsecured
  - Gun / Firearm
  - Gunshots Fired
  - Kidnapping / Abduction In-Progress
  - Knife Secured / Unsecured
  - LockDOWN
  - LockOUT
  - Motor Vehicle Accidents with injuries
  - Neglect / Child Abuse In-Progress
  - Robbery In-Progress
  - Sexual Assault In-Progress / Just Occurred
  - Shelter In Place
  - Stabbing
  - Suicide Attempt In Progress / Just Occurred
  - Threat Against School, Student In Progress / Just Occurred
  - Trespassing In Progress
  - Weapon “Other” (not firearm or knife) Secured / Unsecured

Officers should not physically chase students, especially if the student is known unless an imminent dangerous situation is present.

Officers must maintain confidentiality of all information in which they are entrusted. In some instance sharing confidential for official school business with a high-level school administrator (Principal, IS, OS, etc.) maybe acceptable. When in doubt, Campus Safety Officers should contact their Sergeant.

Any repeated misbehavior (i.e. threats, harassment, teasing, or horseplay) directed at Campus Safety Officers must be immediately reported to school or campus administrators.

Campus Safety Officers are assigned to schools and campuses for one purpose, the Safety of students, administrators, educators, staff and guests. Campus Safety Officers are trained to



accomplish this task, day-in and day-out. Campus Safety Officers are NOT deans or teachers nor are they teaching assistants, para staff members, receptionists, aids or building runners.

Campus Safety Officers are NOT supplemental school staff for static assignments such as reception, lunchroom, playground, blacktop or at any similar areas for student supervision duties unless prior approval has been granted by a Sergeant.

Campus Safety Officers may NOT be assigned to any classroom, study hall or detention class.

Campus Safety Officers cannot be assigned to office or attendance functions not directly related to school safety.

Campus Safety Officers may not be used for returning library books, delivering messages or escorting students who are not the focus of discipline or security issues.

- When a Campus Safety Officer is asked to escort a student for a safety or disciplinary issue, school administrators MUST discreetly and appropriately inform the Officer of the purpose for their request based solely for safety considerations of the Officer.

Campus Safety Officers are not permitted to confiscate cellphones, smart phones or any other student property unless it is determined an item may contain information pertaining to threats against the school or may conceal a dangerous object which could harm his/herself or others.

Campus Safety Officers will never, under any circumstances be assigned to maintenance, custodial, cleaning, or food service duties.

**All Campus Safety Officers MUST be members of the Emergency Response Team at school campuses in which they are assigned.**

## **NOTIFICATION REQUIREMENT to CAMPUS SAFETY OFFICER**

School administrators immediately notify Campus Safety Officers of ALL Critical Incidents ON CAMPUS ... refer to page 5 Critical Incident definitions.

Additionally, when a threat against the safety of the school/campus or a student(s) is reported, whether credible or not, the Campus Safety Officer must be immediately informed to insure necessary response is initialized; to include appropriate Department of Safety and Police response, appropriate school and District professional resource response/action, and that District communications is notified.

School administrators must promptly notify Campus Safety Officers of all other safety/security related issues, problems or concerns. This includes student and nonstudent threats or



threatening behavior(s), suicide warnings or attempts, District safety alerts, emergency medical calls, fires, threat assessments, etc.

All threat assessment classifications must be shared with the Campus Safety Officer. Once a threat assessment is formally documented a copy of the assessment document must be provided to the Campus Safety Officer for official reporting purposes of the Department of Safety.

Campus Safety Officers must be notified anytime emergency services personnel (Police, Fire or Medical) are called to the facility for any reason. All criminal events occurring on District property must be reported to a Campus Safety Officer as soon as practical, or in their absence to Department of Safety Communications Center directly, (720) 423-3911.

Any time police are called for incidents occurring adjacent to district property, which involve DPS students or staff, the Campus Safety Officer must be notified.

**All Campus Safety Officers MUST be members of the Emergency Response Team at school campuses in which they are assigned.**

## **SCHOOL and ADMINISTRATOR RESPONSIBILITIES**

School administrators must provide assigned Campus Safety Officers with a two-way school radio, facility keys, an office or secured work area, a computer with a DPS domain, and landline telephone.

Campus Safety Officers must have a specified Department of Safety Liaison (DoSL) at their assigned school/campus; either a Principal, Assistant Principal or Dean is required. The DoSL must be a consistent school/campus leader ... it may not be a shared responsibility unless otherwise specified by the Department of Safety.

The DoSL must be available on a daily basis for Officers either in-person, by handheld radio or by telephone. When the DoSL is away from the school/campus for an extended period of time, including off-site training, illness, vacation or other reason, another administrator must be identified as an alternative point-of-contact for Campus Safety.

School administrators are strongly encouraged to collaborate frequently with the Campus Safety leadership team (Commander, Lieutenant and Sergeant) regarding challenges faced by Campus Safety Officers, work performance issues pertaining to Campus Safety Officers, accolades for Officers and safety concerns, etc.

Strong communication between Campus Safety Officers and school administration is essential to keeping students and staff safe.



The DoSL and school administrators are strongly encouraged to meet regularly with the Campus Safety Officers, preferably on a biweekly or monthly basis. For schools and campuses where a Lead Campus Safety Officer is assigned, the Lead Campus Safety Officer will schedule frequent meetings with the DoSL and other school administrators.

At the beginning of each school-year, performance expectations will be discussed with all Campus Safety Officers. The DoSL is expected to participate in this discussion as well.

Mid-year, and as the school-year concludes the school DoSL and other school administrators will be asked to provide performance evaluation feedback on Campus Safety Officers assigned to their schools.

Feedback may be requested during in-person meetings or during telephone calls by Campus Safety leadership; however, it is more likely feedback will be requested in writing via email or through electronic DPS Human Resources “Reflection Worksheets.”

Concerns of Campus Safety Officer work-performance or complaints must be immediately documented and brought to the attention of the appropriate Campus Safety Sergeant. Failure to do so, or waiting until performance review periods is counter-productive and will not be included or considered as part of the performance evaluation.

## **CAMPUS SAFETY OFFICER RESPONSE to RESISTANCE (Use of Force)**

Campus Safety Officers may not touch students for any reason other than when it is necessary to prevent injury to themselves, the student, staff or others.<sup>2</sup> Physical contact and/or the use of any department issued equipment may only be used as a last resort when all other means have failed.

All Campus Safety Officers are certified in a defensive/control method called Pressure Point Controlled Tactic (PPCT). Certification is obtained by the Officer during the Campus Safety Training Academy (40-hours of classroom and hands-on training combined with written and demonstrated proficiency testing). Annual recertification and testing is required.

Additionally Officers are certified in the deployment of Oleoresin Capsicum (OC), more commonly known as “pepper spray,” as a defensive tactic. Certification is obtained by the Officer during the Campus Safety Training Academy (4-hours of classroom and hands-on training followed by testing).

Officers must follow department policy regarding the Use of Force Continuum.

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<sup>2</sup> Board of Education Policy **JKA**, “Restraint of Students” – “Denver Public School security officers are exempted from this policy as they are governed more specifically under state law relating to security officers.”





Officers are required to immediately notify a Campus Safety Sergeant and school administrator when any physical Use of Force is applied to any person, however slight and including the use of handcuffs. A Use of Force Report will be prepared along with a department incident report without delay, then immediately provided to the Officer's Campus Safety Sergeant.

Upon an instance of Use of Force, the Campus Safety Officer must contact law enforcement as required by Colorado House Bill 17-1276. (CRS 26-20-111)

Actual or alleged injury to any person as the result of any Use of Force method must be immediately examined and treated by a school nurse, health technician, or paramedic. Photographs must be taken of all real or purported injuries as part of the Officer's report documentation.

A parent/guardian of any student restrained by a Campus Safety Officer must be notified as soon as reasonably possible by a school administrator.

Campus Safety Officers who are injured or require medical treatment must follow DPS Workers Compensation guidelines. Officers must immediately notify their Sergeant and call CorVel at 1-877-764-3574. <https://financialservices.dpsk12.org/risk-management/workers-compensation/>

All incidents in which Use of Force occurs is reviewed by Department of Safety leadership and is subject to further review by the Denver Public Schools *Force Review Board*.

## **MANDATORY REPORTING CHILD ABUSE / SEXUAL ASSAULT**

Colorado law and Denver Public School policy mandates the reporting of all suspected instances of child abuse and sexual assault. Incidents of student-to-student sexual assault (even minor sexual assault such as fondling) are mandatory report offenses and must be reported to the Department of Safety<sup>3</sup>.

Campus Safety Officers are permitted to complete initial reporting of suspected child abuse and sexual assault. It may not be necessary for a Patrol Officer or Investigator to respond; however, the Campus Safety Officer may request their assistance if needed.

Officers should participate in Risk Assessments and/or Safety Plans as requested by the DPS Office of Social Emotional Learning, School Administrators or by a member of the Department of Public Safety Command Staff.

Officers must maintain confidentiality of all information in which they are entrusted, using such information only for official school business and disclosing it only when appropriate.

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<sup>3</sup> Board of Education Policies **JLF-R** – Reporting Child Abuse and Child Protection.



**\*BEST PRACTICE\***

**Any incident** of alleged sexual assault, physical abuse, extreme emotional abuse or neglect of a student must be reported immediately to Police, no matter when or where it occurred.

School administrators must call Denver Police at (720) 913-2000. The Police Department will dispatch an officer to investigate the allegation.

The responding DPD officer will determine what action to take and complete a written report. School administrators and Campus Safety Officers should ask for the responding DPD Officer's name, badge number and ask a Denver Police "CAD number" for DPS documentation.

Generally, a Denver Human Services caseworker will not come to the school to investigate allegation of physical abuse by school employees.

In accordance with the tri-agency agreement, Denver Human Services and the Denver Police Department will jointly investigate all sexual abuse allegations involving school employees.

The Principal must notify the Instructional Superintendent to determine further action and the Principal will file an Incident Report.

School administration must obtain permission from law enforcement to notify parents that a report has been made.

Parents will be notified after the police officer has completed the initial investigation.

If a student is physically injured or in imminent danger of physical injury by another student on school grounds, the school professional shall act consistently with DPS policy<sup>4</sup> in determining whether a referral to law enforcement is appropriate.

If a student is physically assaulted by another student or students off school grounds before, after or during school-hours school administrators must act consistently with DPS policy in determining whether a referral to law enforcement is appropriate.

In the event law enforcement is notified a school administrator, consistent with DPS policy, shall immediately attempt to contact the parent/guardian of that student.

If a student is taken into custody by the police, guidelines for informing parents, as outlined under Principal Responsibility, should be used.

**Denver Public Schools MANDATORY REPORTING GUIDELINES:**

<http://thecommons.dpsk12.org/Page/897>

<sup>4</sup> Board of Education Policies **JIIH** – Student Interviews, Interrogations, Searches and Arrest.



## **ADDITIONAL GUIDELINES**

### Custody Requested By a Police Officer

The Principal shall release the student to the police officer. It is the responsibility of Denver Police Department to inform parent / guardian when the student is taken into custody.

### Principal Responsibility: Secondary Backup Notification

The Principal must notify the parent / guardian after the student is taken into custody. If it is not possible to reach the parents by telephone, the Principal shall prepare the Notification Card, seal it in an envelope and address it to the parent / guardian. The envelope may be slipped under the door of the residence or otherwise put in a conspicuous place. It shall not be placed in the mailbox. The placing of anything other than U. S. Mail in residence mailboxes is prohibited by the U. S. Postal Service.

### Unsupervised Children

If young children (under 10) are believed to be alone, call the Denver Police Department and then call the Department of Human Services.

The law does not prescribe a specific age when a child can safely assume responsibility for supervision of themselves or younger children. Tradition supports the practice of children 12 years of age or older babysitting. The capacity of the child is the determinant used by the Department of Human Services.

Informing Denver Human Services and or the police of the school's understanding of the capacity of the specific child is helpful when referrals are made. Parents are not always aware of the dangers involved in leaving children unsupervised. Many situations can be remediated by counseling / information and referral. However, if parents are not exercising good judgment in supervision of their children and are not responsive to problem solving a chronic neglect and endangerment referral may be required.

### Students with Disabilities

Students with significant disabilities may need ongoing, direct supervision, regardless of their age or maturity level. When school personnel become aware of students with disabilities who appear to lack appropriate supervision, follow the same guidelines as stated in "Unsupervised Children."

Exception: If the student is over eighteen, the situation should be referred to the Adult Protection Unit of the Denver Department of Human Services by calling Adult Services, (720) 944-2994.



## SEARCH & SEIZURE

Denver Public Schools seeks to maintain a climate and culture in schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search a student and/or the personal property of a student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. The school administration shall cooperate fully with local law enforcement agencies with respect to searches of school property and on school premises when investigations and searches related to drug or other offenses are in progress<sup>5</sup>.

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials. School administrators are encouraged to utilize trained Campus Safety Officers for searches of student's personal property for evidentiary and custodial issues. A witness must always be present for any search.

Whenever practicable, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

The Department of Safety **requires** Campus Safety Officers to document, in the *Alliance* reporting system, all searches of students including searches associated with Safety Plans. School administrators are strongly encouraged to document all student searches in *Infinite Campus (IC)*.

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

In accordance with a safety plan identified through the District Threat Assessment process developed pursuant to district policy, a school leader or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.

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<sup>5</sup> Board of Education Policies **J1H** – Student Interviews, Interrogations, Searches and Arrest.



- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the gender and age of the student.

Searches of the person shall be conducted away from the presence of other students and as privately as practicable by a person of the same gender as the student being searched. At least one person of the same gender as the student being searched shall witness but not participate in the search. Notwithstanding the above, **if it is suspected that a student has a weapon, an employee of the DPS Department of Safety must conduct a search regardless of gender.**

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel, including Campus Safety Officers may not conduct such searches.

### **Seizure of items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or district policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by the school leader until it is presented at the hearing. If possession of the item is a violation of law (e.g. controlled substances, including Marijuana and/or weapons), the items will be turned over to the DPS Department of Safety or the Denver Police. Photographs of seized items may be introduced as evidence at the expulsion hearing in lieu of the items themselves.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

### **Search and Seizure**

The DPS Department of Safety may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school



employee shall assist or otherwise participate in the search. The district assumes that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

## INTERVIEWS and INTERROGATIONS

Denver Public Schools seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. The school administration shall cooperate fully with local law enforcement agencies with respect to searches of school property and on school premises when investigations and searches related to drug or other offenses are in progress. When a violation of district policy or school rules occurs, the school leader or designee may question<sup>6</sup> potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

In situations where a student is suspected of violating district policies or school rules, the school leader or designee may interview the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

**Denver Public Schools Board of Education Policies can be found at:**  
[www.boarddocs.com/co/dpsk12/Board.nsf](http://www.boarddocs.com/co/dpsk12/Board.nsf)

## REPORTS, INFORMATION and VIDEO SHARING

### REPORTS:

Campus Safety Officers are required to treat the official business of the Department of Safety as confidential. Information regarding official business shall be disseminated only to those whom it is intended in accordance with established departmental procedures.

Officers may remove or copy official records or reports only in accordance with established departmental procedures. Members and employees shall not divulge the identity of a person providing confidential information except as authorized by proper authority in the performance of duties.

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<sup>6</sup> Board of Education Policies *JIIH* – Student Interviews, Interrogations, Searches and Arrest



The release of reports or statements to school administrators by Campus Safety Officers is prohibited. Requests for documents must be directed to the Campus Safety leadership team.

Officers shall not destroy or permanently remove any official departmental record or security report, except by order of the Chief. An official record or security report means any document that has been submitted for filing or storage by any member.

#### **VIDEO:**

Department of Safety Officers and staff are NOT permitted to release surveillance video or “screen shots” of video to anyone (including school leaders) without the approval of the Chief or Deputy Chief.

Additionally, neither video footage nor screen shots from video recordings may be shared electronically (email, text, etc.) unless the circumstance warrant the immediate need to share (active incident, sharing with local law enforcement, etc.). Finally, officers are NOT PERMITTED to share video surveillance records over email or any other electronic means that pertain to a criminal investigation.

All inquiries for video surveillance footage should be directed to the Department of Safety Investigations team. Investigations have specific directives on when video can be released. DPS Investigators will contact the Chief or Deputy Chief when additional authorization is necessary.

These directives do not restrict school leadership staff from viewing recorded video. However, the custody of such video will remain with the Department of Safety unless otherwise directed. Officers are also authorized and should continue to download video to attach with case reports in the *Alliance* reporting system.

When Denver Police (or any law enforcement agency), requests copies of video footage pertaining to a case, Department of Safety Officers should contact the Investigations team to fulfill that request. If the request is outside of Investigator hours, the on-call Sergeant should be contacted and may authorize the release of such records with documentation made to the assigned investigator for tracking purposes.

**DPS Department of Safety Policy Manual**  
<https://policy.lexipol.com/login>

- Restricted Access, Officer Login and Password Required -



## **CAMPUS SAFETY STAFFING**

The hiring of Campus Safety Officers follows the guidelines of DPS Human Resources.

Interview panels are established to conduct initial interviews with Campus Safety candidates. Administrators from schools/campuses utilizing Campus Safety Officers are welcome to participate in the interview panel process.

Final hiring decisions shall be made by the Chief of the Department of Safety or his/her designee.

All Safety training provided to Campus Safety Officers shall be conducted and/or supervised by Campus Safety leadership.

All required City and County of Denver licensing is facilitated through the Department of Safety.

Allocations and assignments of Campus Safety Officers are at the direction of Campus Safety leadership.

Additional Campus Safety Officers may be school funded through a facility payroll account. Officers for these positions are hired and supervised by the Department of Safety.

Some Campus Safety Officers maybe designated as a “Floater” by Campus Safety leadership. Officers selected as a “Floater” are generally utilized across DPS for extended fill-in coverage and/or special events; however, occasionally a “Floater” maybe assigned to a school/campus as a base location when he/she is not needed elsewhere. This Officer, district funded and not a financial burden to the base school/campus, is expected to work in unison with assigned Campus Safety Officers on-site. Neither school administrators nor the DoSL have input as to how long a “Floater” remains on site at their school/campus or when the “Floater” is directed to a different assignment.

Because of potential liability, personnel who have not been hired and/or trained by the Department of Safety, may not be utilized as or referred to as safety officers.

### **Work Shifts, Time Keeping, Absences and Communication**

Campus Safety Officer workdays and shifts are determined by school administrators in collaboration with Campus Safety supervisors.

Work shifts that exceed more than 5-hours must include a 30-minute (unpaid) break. A typical 8-hour work shift shall be scheduled for 8.5-hours, to allow for a 30-minute break.

Workdays extending beyond 8.5-hours a day or any combination of workdays and work hours that exceed 40-hours per week must be approved by school administrators; all





hours beyond 40 will be paid by the Campus Safety Officer's assigned school, through a facility payroll account.

Work shifts for Campus Safety Officers may not be adjusted to accommodate after school needs or activities such as for parent teacher conferences, special student activities, sporting events, etc.

Requests for after school coverage by a Campus Safety Officer(s) may be made by submitting a "Requisition and Charge Authorization" form at least 72-hours prior to the event to [Security\\_SpecialEvents@dpsk12.org](mailto:Security_SpecialEvents@dpsk12.org)

Campus Safety Officers are required to be in uniform and available for service at the absolute start of their shift. Officers must "clock in" and "clock out" of the *True Pay* / DPS payroll system at the start and conclusion of their work assignments. "Specials" and other similar activity require *True Pay* / DPS Payroll system entries as well.

As required by the Department of Safety attendance policy, Campus Safety Officers must call-in for unplanned absences as soon as possible to the Department of Safety (720) 423-3911 and must contact administrators, or designee as identified at their assigned school. Officers must make all notifications at least two-hours prior to the start of their shift.

Campus Safety Officers taking planned time-off or who will have an extended absence (i.e. Personal, Negotiated, Workers Comp. leave, etc.) must schedule the time-off with Campus Safety leadership and school administrators. Final approval of time off is granted by a Campus Safety Sergeant.

Regular communications must be maintained between school administrators and a Campus Safety supervisor regarding all absences, especially during extended leaves.

Campus Safety Officers are required to attend In-Service training sessions, Department meetings and to assist with safety services at large district events.

In-Service training sessions for School-Year 2018 / 2019 are ...

- August 15 and 17, 2018
- August 16, 2018 (All-Hands)
- October 23, 2018
- February 1, 2019
- April 29, 2019

Campus Safety Officers are also required to attend a minimum of one, five-hour "Refresher Training" session each semester during school hours. Additionally, Campus Safety Officers may be assigned to attend "professional development" training that could range from two-hours in length to 40-hours in length while school is in session.



In the event of a critical shortage or need at another school campus or district facility, Campus Safety Officers may be moved from their assigned location on short notice. Campus Safety leadership will consult with school administrators regarding such disruptions.

More information about the Department of Safety can be found on



<http://thecommons.dpsk12.org/Domain/51>



**Acknowledgement:**

\_\_\_\_\_  
School/Facility

\_\_\_\_\_  
Year

(If applicable)

Shared Campus with:

\_\_\_\_\_  
School

\_\_\_\_\_  
School

\_\_\_\_\_  
School

\_\_\_\_\_  
School

\_\_\_\_\_  
School

\_\_\_\_\_  
School

\_\_\_\_\_  
Campus Safety Sergeant/CSO Lead  
(Print)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Campus Safety DoSL (Print)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Campus Safety Officer (Print)

\_\_\_\_\_  
Signature Date

Once signed, a copy of the school-year 2018/19 Standards of Service and Expectations will be filed in the Safety Staff Member’s personnel file, and a reference copy maintained at the school/campus.

- Attachments:  
Work schedule  
Daily Duties  
Site specific tasks

(Revised August 20, 2018)