



Campus Safety  
**STANDARDS OF SERVICE**  
**and EXPECTATIONS**  
**SCHOOL - YEAR 2023-2024**

“Safety is the responsibility of everyone in the community!”

Students First

Integrity

Equity

Collaboration

Accountability

Fun

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Chief: Greg Cazzell

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



## Campus Safety Supervision and Leadership

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- Farrell B. Howell
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- 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
- Montbello MS @ Rachel B. Noel
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### Sgt. Shawn Fernandez

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- Abraham Lincoln Campus
  - Career Education Center (CEC)
  - Colorado High School Charter - Osage
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  - John F. Kennedy HS
  - Kepner Campus
  - Kunsmiller Creative Arts Academy
  - Lake International Campus
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- Compassion Road Academy
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- Denver School of the Arts (DSA)
- East HS
- French American School
- Hill Campus of Arts and Sciences
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- McAuliffe International at Smiley
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# RESPONSIBILITIES

## CAMPUS SAFETY OFFICER RESPONSIBILITIES

Campus Safety Officers are employees of Denver Public Schools, Department of Climate and 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 Board and Administration policies, as well as the mission statement and policies of the Department of Climate and Safety.<sup>1</sup>

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

Campus Safety Officers are expected to maintain a professional appearance in accordance with the Department of Climate and 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 to 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, religious, sexual orientation, gender identity, racial and ethnic diversity within the school environment and provide excellent customer service with any persons they contact. Officers shall not engage in any derogatory or offensive conversations, jokes or use such language that may be offensive to others.

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, this includes but is not limited to social media or public events 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 are to be immediately referred to a qualified school staff member (i.e. school nurse, social worker, school psychologist, counselor, restorative justice, or administrator).

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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 are expected to respond immediately to any crisis related issue, in the school, on the campus or near district property where the safety of students and the campus are at risk.

Campus Safety Officers as well as the Department of Climate and Safety Communications Center must be immediately notified when a critical incident occurs on campus. Campus Safety Officers must also notify their Sergeant immediately of any critical incident that has occurred.

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

Officers should not physically chase students that are not a danger to themselves or others, especially if the student is known unless an imminent dangerous situation is present.

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



School administrators can contact the assigned sergeant or campus safety lieutenant with any questions or concerns on disclosing student information or written reports/video as it pertains to the duties of the assigned officer/s.

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 a valuable partner and will work to ensure a safe school community. Our officers are well trained and will collaborate with the school leadership team to accomplish this. It is important that our officers remain visible and work proactively to deter criminal activity and unsafe situations from occurring. For these reasons, officers should not be utilized for administrative duties or classroom management functions.

Campus Safety Officers are capable of being used as supplemental support with school staff such as, lunchroom, playground, blacktop and/or any similar areas for student safety through discussion and planning with a department of safety supervisor, but should not be dedicated to student management duties.

If a Campus Safety Officer is being utilized for any of these static assignments and a critical incident or accident occurs, the critical incident supersedes the staff supporting role.

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

- When a Campus Safety Officer is asked to assist with escorting a student for a safety or disciplinary issue, school administrators MUST discreetly and appropriately inform the Officer of the purpose for their request solely for safety considerations the Officer may need to monitor.
- When a student is being escorted, a member of school staff (Dean, Restorative Justice Coordinator, social worker, counselor, and/or Administration staff) shall be present and the CSO will be there to assist the school member.

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

Contraband or personal items not permitted on school grounds shall be confiscated and turned over to school administration. The Campus Safety Officer shall not hold or store personal property of another person. The Officer may assist school administration in retrieving and disposing of personal items, such as turning them over to parents or others as necessary under each individual situation.

**EXCEPTION: Marijuana or other contraband may be turned over to the CSO for disposal. The CSO will work with the Department of Climate and Safety's Operations Team to have the substance picked up and properly disposed of.**



Campus Safety Officers May not be assigned to maintenance, custodial, cleaning, or food service duties.

See the section below, titled SEARCH & SEIZURE, and Policy JIH for more information on seizure of items from students.

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

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

School administrators must 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 ensure the Officer initializes the necessary response, to include appropriate Department of Climate and Safety response, appropriate school and District professional resource response/action, and notification to District communications.

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. This includes implementation of safety plans in their school.

Campus Safety Officers need to be part of the threat assessment process for follow up and response planning with the identified student. This is relevant to address any issues with the student for their safety and the safety of others on the campus.

Campus Safety Officers must be notified immediately 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 the Department of Climate and 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 for coordination with school administration.





## **SCHOOL and ADMINISTRATOR RESPONSIBILITIES**

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 an administrator as a consistent school/campus leader ... it should not be a shared responsibility unless otherwise coordinated with the Department of Safety.

Campus Safety Officers must have a dedicated secure work area that is not accessible to students to ensure any critical or sensitive information is not visible to others. Officers will be writing reports, collecting statements and viewing video that may involve confidential student/staff or victim information.

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. This may include the sergeant and/or lieutenant or commander as part of a check in with each campus.

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.

The DoSL is encouraged to include the assigned Campus Safety Officer and designated DPS Sergeant in any regular campus (or shared campus) meetings with administration to discuss safety related topics on a regular basis.

At the beginning of each school-year, performance expectations will be discussed with all Campus Safety Officers. The DoSL is expected to participate in these discussions 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 with the respective DPS campus safety sergeant.

Concerns about a Campus Safety Officer's work-performance 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 are NOT AUTHORIZED TO APPLY MECHANICAL RESTRAINTS TO ANY STUDENT. They are required to follow state law and regulations, District policies including JKA and JKA-R, and Department of Climate & Safety Policies including 301 and 302, under guidance from DPS Legal.

All Campus Safety Officers are certified in a defensive/control method called NCI, DSM (Disruptive Student Management), Pressure Point Control Tactic (PPCT), Certification is obtained by the Officer during the Campus Safety Training Academy (this includes 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.

Officers are required to immediately notify a Campus Safety Sergeant and school administrator when any Response to Resistance incident occurs requiring physical Use of Force to be applied to any person, however slight. A Use of Force Report will be prepared without delay, then immediately provided to the Officer’s Campus Safety Sergeant.

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. State law and District policy require that parents are notified by the end of the school day, and if it is a restraint (more than one minute long) that the parents are notified in writing that day.

Campus Safety Officers who are injured or require medical treatment must follow DPS Workers Compensation guidelines. Officers must immediately notify their Sergeant and call PMA Companies at 1-888-502-2613

<https://financialservices.dpsk12.org/risk-management/workers-compensation/>

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



All staff and/or students that are involved in, or who witness any application of force and/or critical situations, may be contacted as part of the reporting process. This is to ensure all information is gathered at the time of the incident for any review of the incident.

School administration shall be notified by a Campus Safety Officer of any incident involving a response to resistance, the administration shall notify the parents of any students involved and the Campus Safety Officer shall document notification to administration, by name, and that the administration have notified the parents, to include time of notification. The assigned Campus Safety Sergeant shall complete the documentation in writing after review of the reports and send any required documentation to the parents and district representative as directed.

## SEARCH & SEIZURE

This section of the standards of service was developed consistent with [DPS Administration Policy JIH](#), which all officers should review. To the extent anything below conflicts with Policy JIH, the Policy takes precedence.

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.

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 students personal property for evidentiary and custodial issues. **A witness, preferably an administrator, but may be other faculty from the school, must always be present for any search.**

Whenever practical, 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 at the discretion of school administration.

The Department of Climate and 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.

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.
- 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. If possible, such searches shall be conducted by a 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 may conduct a search regardless of gender, preferably by an armed officer.**

**If any student is suspected to be carrying a weapon on their person or in their personal property, the campus safety officer shall identify the student and determine their location in the school. If the student is in the school, the Campus Safety Officer shall request an armed officer be present, then observe the student and/or separate them from their property until an armed officer arrives to assist with the search. The campus safety officer, as an unarmed position, should avoid searching for possible firearms without an armed officer present, unless an imminent threat exists.**

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, and/or weapons), the items will be turned over to the Denver Police or DPS Department of Climate and Safety to be released to the Denver Police. Photographs of seized items may be attached to the written report and 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.

### **Law Enforcement officers' involvement**

The DPS Department of Safety may request a search on school premises be conducted by a law enforcement officer. These requests should be limited to when threats of serious harm to members of the school community are involved. 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.

## **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>2</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.

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<sup>2</sup> Board of Education Policies **JLF-R** – Reporting Child Abuse and Child Protection.



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.

**\*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 get the Denver Police "CAD number" for DPS documentation.

Generally, a Denver Human Services caseworker will not come to the school to investigate allegations 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>3</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.

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<sup>3</sup> Board of Education Policies **J1H** – Student Interviews, Interrogations, Searches and Arrest.



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>

**ADDITIONAL GUIDELINES**

Custody Requested By a Police Officer

The Principal shall release the student to the police officer. It is the responsibility of the Denver Police Department to inform parents / guardians 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 for 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.

## INTERVIEWS

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>4</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)

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<sup>4</sup> Board of Education Policies **J1H** – Student Interviews, Interrogations, Searches and Arrest





## **REPORTS, INFORMATION and VIDEO SHARING**

### **REPORTS:**

Campus Safety Officers are required to treat the official business of the Department of Climate and 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.

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 for the Department of Climate and Safety. An official record or security report means any document that has been submitted for filing or storage by any member.

Officers shall not review or discuss reports that they have not been directly involved with and or have a need to review. The exception may be, if the student was involved with a student from the officer's assigned school or is transferred to the school, at which time the officer shall discuss the situation with their assigned sergeant.

### **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 with the Department of Climate and Safety.

Additionally, neither video footage nor screen shots from video recordings may be shared electronically (email, text, etc.) unless the circumstance warrants 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 Climate and Safety Investigations team. Investigations staff have specific directives on when video and/or reports 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 Climate and 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 Climate and 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.

## **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 Commander of the Department of Climate and 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.

Schools with three or more officers, shall have a “LEAD” officer assigned. The LEAD officer is a point of contact between the school administration and the Department of Safety to ensure collaboration through communication is done in the best interest of the campus. They are not a supervisory position but act as a mentor and facilitator for campus related safety topics. The LEAD officers are part of the chain of command for the Department of Safety and report to the respective sergeant for the campus and they are compensated with a pay differential for the additional Campus Safety Officer duties. These officers are selected through a promotion process that includes school administration for the respective schools.



Some Campus Safety Officers may be 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” may be 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 Climate and 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, to provide support during scheduled school hours.**

Campus Safety Officers who work four (4) or more hours in a workday shall be given a paid 15-minute break. Campus Safety Officers who work eight (8) hours shall be given two paid 15-minute breaks. A lunch area will be designated by each school/department.

Campus Safety Officers scheduled to work four (4) or more consecutive hours in a day may request and receive an unpaid 30-minute lunch break. The lunch break will, to the extent possible, be duty free. If the lunch break is not duty free, the time must be paid.

The total number of regularly assigned hours shall not exceed 40 hours per week. Campus Safety Officers required to work more than 40 hours in a week will be paid time and one-half for hours beyond 40. Such additional hours must have prior approval of the supervisor. All hours beyond 40 will be paid by the Campus Safety Officer’s assigned school, through a facility payroll account.

Campus Safety Officers who are scheduled to work additional days such as parent conference days shall be compensated at their regular rate of pay.

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)

Any special events requested by a school staffed with a Campus Safety Officer, will have the option of requesting their assigned officer, or it will be offered to those officers by the



respective sergeant. If the assigned school officers are not able to fill the request, it will be sent out to all Campus Safety Officers under a first to respond get's the event basis. Due to the number of officers available, the sergeants may not have time to call all officers, or to base it on seniority and calling officers until the position is filled.

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 activities require True Pay / DPS Payroll system entries as well.

As required by the Department of Climate and Safety attendance policy, Campus Safety Officers must call-in for unplanned absences as soon as possible to the Department of Safety (720) 423-3911, their assigned sergeant, and must contact administrators, or their 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 short-term leaves of absences (i.e. Personal Leave, Negotiated Leave) must request leave (other than sick leave) in writing to the supervisor at least five (5) days in advance, except in case of emergency. Campus Safety Officers must schedule the time-off with Campus Safety leadership and school administrators. Final approval of time off is granted by a Campus Safety Sergeant.

Campus Safety Officers taking extended leaves of absences (i.e. Medical Leave, Maternity/Paternity/Adoption Leave, etc.) must apply for and be granted in writing leave through the Department of Human Resources.

Campus Safety Officers should refer to their respective collective bargaining agreement and the [DPS Employment Practices Manual](#) for additional information on leaves of absence.

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 2023 / 2024 are:

- Topics and locations to be determined at a later date pending schools opening, officers may be required to complete on-line trainings as directed
- August 18, 2023, all hands
- October 12, 2023
- January 2, 2024
- February 16, 2024
- April 19, 2024

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. LEAD Campus Safety Officers may be utilized to support officers at other schools as needed. Campus Safety leadership will consult with school administrators regarding such disruptions.

**More information about the Department of Climate and Safety can be found on**



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



## Acknowledgement:

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School/Facility

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Year

(If applicable) Shared Campus with:

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School

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School

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School

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Campus Safety Sergeant/CSO Lead  
(Print)

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Date

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Campus Safety DoSL (Print)

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Campus Safety Officer (Print)

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Campus Safety Officer (Print)

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Signature

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Date

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Campus Safety Officer (Print)

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Signature

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Date

Once signed, a copy of the school-year 2023/24 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 01, 2023)

