

MEMORANDUM

APPROVED

JUL 31 2019

OCS, Inc.  
Board of Directors

**TO:** Odyssey Charter School, Inc. Board of Directors  
**FROM:** Cindy Gilmore, Green Apple School Management  
**REQUESTING SCHOOL:** All  
**DATE:** July 31, 2019  
**RE:** BSCO Policy and Guardian Provision

In lieu of a specific job description for the School Safety Guardian position, school administration is recommending the Board adopt the Brevard County Sheriff's Office School Security Specialist/Guardian Policy/Procedure (including the S.T.O.M.P. Program), and any future revisions, with a provision that any staff member who is listed as a Safety Guardian must meet the criteria listed in this Policy/Procedure. This will not only guarantee the school is in compliance with the Florida Safe School statutes but will also allow the Guardian to perform other duties as assigned by administration and the Board.

**FISCAL IMPACT**

none

**RECOMMENDATION**

Motion to adopt the Brevard Sheriff's Office School Security Specialist/Guardian Policy/Procedure (including the S.T.O.M.P. Program), and any future revisions, with a provision that any staff member who is listed as a Safety Guardian must meet the criteria listed in this Policy/Procedure.

Attachments: 1) BSCO School Security Specialist/Guardian Policy/Procedure

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# Brevard County Sheriff's Office Policy/Procedure

## 500.92 School Security Specialist/Guardian

Series: 500 -- Operational  
Approved Date: November 19, 2018 Sheriff's Approval: Digital  
Revision Log: New Policy/Procedure November 19, 2018  
Review Due Date: November 19, 2021 Review Frequency: 3-Year

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### POLICY

It shall be the policy of the Brevard County Sheriff's Office (BCSO) to provide a comprehensive process whereby qualified candidates are vetted, selected and trained to perform the designated duties and responsibilities of the School Safety Security Specialist or Guardian as mandated by the Marjorie Stoneman Douglas Public Safety Act.

### PROCEDURES

#### A. School Security Specialist/Guardian Applicant Selection Criteria:

1. BCSO shall accept recommendations for School Specialist/Guardians applicants from the Brevard Public School District Superintendent or his/her authorized designee. In addition, applicant recommendations will be accepted by Brevard Public Charter Schools and Private School Principals, with approval by their respective Board of Directors.
2. Applicants for the School Specialist/Guardian Program must submit a BCSO Background Investigation Application to District Security at Brevard Public Schools for review by the BCSO Career Development Unit.
3. BCSO shall conduct a background investigation and a review to ensure compliance with all application requirements. At a minimum, the background investigation and requirements shall consist of, but not be limited to the following:
  - a. Status reports obtained from the National Crime Information Center (NCIC) and the Florida Crime Information Center (FCIC) to determine if the applicant has a criminal record or an active warrant;
  - b. The applicants driving history and current driver license status from the Florida Department of Highway Safety and Motor Vehicles, and the Department of Motor Vehicles in each state in which the applicant has resided;
  - c. Confirmation of a valid Florida Concealed Weapons License;
  - d. A background check processed through the Florida Department of Law Enforcement (FDLE) Automated Training Management System (ATMS).

4. Upon completion of the background investigation, the applicant file shall be reviewed by the BCSO Career Development Unit supervision for approval.
5. Upon approval of the applicant's background application, the applicant will be scheduled for the Sheriff's Office Physical Assessment Test (PAT). Prior to participating in the PAT, the applicant must complete a Physician Waiver and Liability Forms (CDU 17).
6. Oral interviews will be conducted upon successful completion of the BCSO Physical Abilities Test. Interviews will be conducted by members of BCSO with the rank of Sergeant or above. Interviews may include representatives from Brevard Public Schools.
7. Applicant will be assigned to undergo a 10-Panel drug-screening test for detection of illegal drug use and the use of medical cannabis. The drug-screening test shall be performed at a medical laboratory designated by BCSO and shall be performed in compliance with applicable Florida State Statutes. Evidence of current illegal drug usage or medical cannabis usage, as indicated by the drug-screening test, shall be grounds for removal from the program. School Specialist/Guardian applicants who do not successfully pass the drug-screening test, without mitigating circumstances, shall not participate in the School Specialist/Guardian Program. A record of the drug-screening test results shall be maintained by Brevard Public Schools.
8. The applicant shall participate in an emotional/psychological fitness examination conducted and assessed by a licensed psychologist, selected by BCSO, to determine the School Specialist/Guardian applicant's suitability in accordance with applicable Florida Statutes.
9. Upon successful completion of the selection process, applicants shall submit fingerprints for FDLE retention through District Security at Brevard Public Schools. In addition, Guardians who are current employees of Charter Schools and have been previously fingerprinted and already on file with FDLE through District Security at Brevard Public Schools do not require a new fingerprint package.

**B. School Specialist/Guardian Program Initial Training:**

1. All candidates selected for the School Specialist/Guardian Program shall successfully complete a minimum of 176 hours of comprehensive training as designed by BCSO and conducted by BCSO authorized instructors who are Criminal Justice Standards and Training Commission (CJSTC) certified, pursuant to Florida Statute Section 30.15, as follows:
  - a. Eighty (80) hours of firearms instruction based on the Criminal Justice Standards and Training Commissions Law Enforcement Academy training model. School Specialist/Guardian trainees must achieve eighty-five percent proficiency or greater. The qualification shall be completed at BCSO's Firearms Range Training Facility;
  - b. Twenty-four (24) hours of instruction in tactical auto pistol (augmented with simulator, ie; MILO and additional shoot-house training);
  - c. Twenty-four (24) hours of active shooter instruction to include: Tactical Combat Casualty Care, First-aid, trauma kit and CPR certification;

- d. Eight (8) hours of instruction in active shooter or assailant scenarios;
- e. Sixteen (16) hours of instruction in defensive tactics and firearm retention;
- f. Twelve (12) hours of a certified nationally recognized diversity training program and mental health and;
- g. Twelve (12) hours Legal Issues related to the position to include, but not limited to: use of force, liability, criminal justice components and ethical decision making.

C. Appointment, Responsibilities, and Duties:

1. School Specialists/Guardians have limited authority, as stipulated by applicable Florida Statutes and the Sheriff. Thus, School Specialists/Guardians shall be subject to the applicable agency General Orders, employment agency and BCSO Policies, and Florida Statutes.
2. School Specialists/Guardians shall obtain their Florida Concealed Weapons License under Florida Statute Section 790.06 prior to employment and must maintain said license throughout employment. School Specialist/Guardians must have the license in their possession while acting in their official capacity as a School Specialist/Guardian.
3. School Specialists/Guardians are authorized to carry BCSO issued firearms while in performance of their official duties. The School Security Specialist/Guardians can carry their issued firearms while off duty in accordance with agency policy and in compliance with Florida Statutes governing the carrying of concealed firearms pursuant to the authority governing licensees operating under a Concealed Weapons License.
4. School Specialists/Guardians shall not be granted arrest authority or the ability to take any law enforcement action.
5. School Specialists/Guardians are prohibited from carrying ANY weapons other than those issued by BCSO while on-duty.
6. School Specialists/Guardians must be physically and emotionally able to perform the duties and responsibilities as set forth in the School Specialist/Guardian Program.
7. School Specialists/Guardians are only authorized to deploy their assigned firearms during the following instances:
  - a. When they reasonably believe an active assailant(s) is/are posing an immediate deadly threat to human life; or
  - b. During authorized training hosted by BCSO, in the presence of a BCSO certified firearms instructor;
  - c. While at a local firing range.
8. School Specialists/Guardians shall be responsible for constant monitoring of the educational institution's radio at all times while on duty and shall ensure that the radio is functional with freshly charged batteries at the beginning of every tour of duty.
9. Specialists/Guardians will meet with a member of school administration every morning to gain awareness of school activities and special events at the school.
10. School Specialists/Guardians shall not participate in disturbances that are not likely to cause serious injury or death.
11. School Specialists/Guardians shall carry their issued handgun completely concealed

- on their person at all times within an approved retention holster issued by BCSO.
12. School Specialists/Guardians shall at all times properly wear their issued windbreaker style jacket, body armor, and identification lanyard that has been authorized by BCSO. In the event of an active assailant on campus, concurrent with the display of a firearm to preserve human life, the School Specialist/Guardian must deploy the agency issued rapid deployment hat as a highly visible manner to identify themselves as an authorized School Specialist/Guardian.
  13. School Specialists/Guardians shall make a concerted effort, while acting in the normal course of duty, to remain anonymous within the School Specialist/Guardian Program. This includes not revealing or displaying their Specialist/Guardian status or affiliation with BCSO on or off campus.
  14. School Specialists/Guardians may be required to reimburse BCSO for any property or equipment that is damaged or lost through negligence or misconduct.
  15. School Specialists/Guardians understand that in the event of a critical incident on their campus and the subsequent arrival of law enforcement on scene, it is imperative that compliance on behalf of the Specialist/Guardian is displayed and all commands followed.
  16. School Specialists/Guardians will be responsible for adhering to all applicable Policies/Procedures established by the Brevard County School Board.
  17. School Specialists/Guardians shall immediately report to a supervisor of the District Security at Brevard Public Schools incidents that include, but are not limited to, a use of force, lost, damaged or missing equipment.

D. Authorized Firearms, Firearms Accountability, and Firearms Storage:

1. BCSO's Central Logistics Unit and BCSO's Career Development Unit shall issue, inventory, and track all firearms and ammunition. BCSO's Career Development Unit shall authorize all firearms being issued to School Specialist/Guardians. In addition, BCSO will authorize any firearm repairs needed. No modifications of any kind shall be made to the issued firearm.
  - a. School Specialists/Guardians shall be issued and carry a handgun as prescribed:
    - 1) Semi-automatic;
    - 2) Safe-action;
    - 3) Chambered for 9mm caliber and pre-approved by BCSO's Career Development Unit;
    - 4) Ammunition shall be factory loaded and shall be issued only by BCSO.
  - b. BCSO's Central Logistics Unit and BCSO's Career Development Unit shall maintain the following documentation:
    - 1) A list of all School Specialists/Guardians who carry a handgun and their assigned campus work location;
    - 2) The make, model and serial number of the handgun assigned to each School Specialist/Guardian;
    - 3) School Specialist/Guardian certification, qualification, inspection and training records.
  - c. BCSO's Career Development Unit shall inspect and inventory all firearms and

ammunition annually.

d. School Specialists/Guardians shall carry, use, and secure firearms in a careful, prudent manner in accordance with applicable Florida Statutes:

- 1) When on-duty, the issued handgun shall be carried in the issued security-style holster.
- 2) When off-duty, and not carrying the weapon on their person, School Specialists/Guardians must keep their issued handgun in a securely locked box or container, or in a location which a reasonable person would believe to be secure, or shall secure the handgun with a trigger lock. Pursuant to Florida Statute Section 790.174, it is unlawful and punishable, by fine/imprisonment, for a School Specialist/Guardian to store, or leave a firearm, under any circumstances, allowing a minor to gain access to the firearm, provided, however, that this section does not apply if a minor obtains a firearm from a School Specialist/Guardian as a result of an unlawful act by the minor.

E. Mandatory Firearms Qualification and In-Service Training:

1. School Specialists/Guardians shall be required to qualify annually, or on demand, with any firearm(s) authorized for their use or carry.
2. All firearm qualifications shall be performed at the BCSO Firearms Range Training Facility. A BCSO certified on-duty range instructor shall conduct an inspection of all firearms at the time of qualification. Any firearm found to be defective shall be immediately withdrawn from use and shall not be carried until it has been repaired or replaced and re-inspected by a certified BCSO range instructor.
3. A minimum score of eighty-five percent (85%) on the qualification course shall be required to qualify for every issued firearm.
4. School Specialists/Guardians shall be allowed no more than three (3) attempts to qualify on the same day with a handgun. Handgun qualifications shall occur annually, to include the 40-round Florida Department of Law Enforcement (FDLE) handgun course.
5. School Specialist/Guardians must complete mandatory quarterly in-service training, as determined and assigned by District Security and BCSO's Career Development Unit. In-Service Training will include, but not be limited to:
  - a. Legal updates;
  - b. Firearm proficiency;
  - c. Self-defense and survival tactics.
6. Annual recertification will include but not limited to 16-hours of Training:
  - a. Firearms inspection;
  - b. Firearm requalification course;
  - c. Tactical firearms training;
  - d. Shoot/Don't Shoot Scenario Training;
  - e. Defensive Tactics Refresher.

F. Failure to Qualify with an Authorized Firearm(s):

1. If a School Specialist/Guardian fails to qualify with their authorized firearm(s), BCSO's Career Development Unit Lieutenant, or a designee, shall collect and store all

- assigned firearms and equipment issued to the School Specialist/Guardian, and shall immediately notify BCSO's District and School Security Major.
2. BCSO's District and School Security Major or a designee shall make immediate notification to the Superintendent of Brevard Public Schools or their authorized designee.
  3. BCSO's District and School Security Major shall immediately suspend the School Specialist/Guardian from the program, prohibiting them from carrying any firearms on campus property.
  4. At the direction of BCSO's District and School Security Major, the School Specialist/Guardian shall respond to BCSO's Firearms Range Training Facility and perform remedial training with a certified BCSO firearms instructor. The Specialist/Guardian must fire two (2) consecutive passing rounds to be considered for placement back into the program. If the School Specialist/Guardian does not achieve qualification compliance during the remedial training, they shall be removed from the School Specialist/Guardian Program.

G. Body Armor:

BCSO shall issue body armor to each School Specialist/Guardian. School Specialists/Guardians are required to wear the issued body armor while acting in the capacity of their employment position. The body armor shall be worn in the provided armor carrier under an approved outer garment. School Specialists/Guardians shall be responsible for the care and maintenance of their issued body armor and shall ensure the expiration date is current. Issued equipment, to include body armor and expiration date will be inspected during the annual firearm and ammunition inspections.

H. School Specialist/Guardian Grooming Standards and Issued Equipment:

1. School Specialists/Guardians shall be properly attired and groomed as set forth by their employer.
2. Issued Duty Equipment:
  - a. BCSO-issued security-style holster shall be worn on the dominant side. The magazine case shall be worn on the non-dominant side, if applicable.
  - b. Issued wind-breaker style jacket and specific lanyard will be worn at all times. An exemption will be granted on a case by case basis with regards to the Guardians wearing the windbreakers. Guardians will be allowed to wear a sport coat that fully conceals the firearm and is approved by District Security. Issued hat will be readily accessible and donned during any critical incident.
3. Undershirts and undergarments are not issued by BCSO. Undershirts shall be worn under body armor.
4. Approved outer garment will be worn over the body armor at all times.
5. Footwear is not issued, but shall be functional and professional in appearance.

I. School Specialist/Guardian Termination:

1. School Specialists/Guardians are appointed/serve at will, by the Sheriff, after successful completion of the training outlined herein, and may be removed from the Program by the Sheriff or designee, at any time and for any reason, including, but not

limited to:

- a. An arrest or filing of criminal charges against the School Specialist/Guardian by a law enforcement agency or the State Attorney for the Eighteenth Judicial Circuit;
  - b. A School Specialist/Guardian being served as the respondent of an injunction for protection;
  - c. A School Specialist/Guardian involuntarily placed in a facility for mental health treatment under Chapter 394, Florida Statutes, or a similar circumstance in any other state;
  - d. A serious violation of the educational institution's Employee Code of Conduct or applicable policies;
  - e. A violation of any applicable BCSO General Order or policy;
  - f. Failure to comply with a BCSO random drug test whereby the results of any authorized drug screening indicate the presence of a prohibited substance;
  - g. Failure to successfully complete mandatory quarterly training.
2. Upon termination from the Program, BCSO's District School Security Major or designee shall immediately notify the appropriate staff at the educational institution and the School Specialist/Guardian of the reason(s) for termination.
  3. Upon termination or change of assignment, the School Specialist/Guardian shall immediately relinquish all assigned equipment to BCSO's District School Security or other designee for proper storage.
  4. Upon termination or change of assignment, the School Specialist/Guardian will no longer be authorized to carry firearms on an educational institution campus.
  5. School Specialists/Guardians shall immediately notify BCSO's District and School Security Major of any arrest or notice that they are being charged with a crime, involuntary admission under the Baker Act, or if they have been served with an injunction for protection. Failure to make notification within 24 hours may result in termination from the Program.
  6. School Specialists/Guardians shall immediately notify BCSO's District and School Security Major of any disciplinary action taken by the educational institution.

## **DEFINITIONS**

**ACTIVE ASSAILANT** - An individual(s) actively engaged in killing or attempting to kill people in a confined and populated area.

**SCHOOL SPECIALIST** An employee of Brevard Public Schools who has been trained by the Brevard County Sheriff's Office under the guidelines of the Marjorie Stoneman Douglas Public Safety Act and approved by the Sheriff to act in the capacity of a School Specialist. The Specialist's authority is strictly limited to taking action to stop the threat posed by an active armed assailant(s) who is on campus and is posing an immediate deadly threat to a human life.

**SCHOOL GUARDIAN** - An employee of a Charter School or Private Educational Institution who has volunteered and has been trained by the Sheriff's Office under the guidelines of the Marjorie Stoneman Douglas Public Safety Act and approved by the Sheriff to act in the



capacity of a School Guardian. The Guardian's authority is strictly limited to taking action to stop the threat posed by an active armed assailant(s) who is on campus and is posing an immediate deadly threat to a human life.

**WEAPON** F.S. 790.011 defines weapon as: Weapon means any dirk, knife, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife.

## **REFERENCES**

### State/Federal Regulations:

SB 7026: Marjorie Stoneman Douglas School Public Safety Act  
F.S. 790.06: Concealed Weapons License  
F.S. 790.011  
F.S. Chapter 394

### CFA/FCAC:

None

### Forms:

CDU-17 Physicians Clearance to Participate in PAT

### Other Policy/Procedure References:

500.91: Public Safety: Firearms, School Safety, Mental Health, Risk Protection Orders

### Other Reference:

None

## Appendix-A

### S.T.O.M.P. Program

- **Qualifying Criteria**
  - BPS Staff Member (As statutorily and Collective Bargaining Unit defined)
  - Possess a Valid Concealed Carry License
  - Successfully Complete the Sheriff's Application/Background Vetting
  - Receive Board and Principal Approval
  - Successfully Complete a Psychological Evaluation
  - Successfully Complete a Drug Screening Test
  - Receive Panel Review Board Recommendation
  - Successful Completion of 176-hours Training Program
  
- **Certification Training**
  - 176 total hours of FDLE Certified Training Consisting of:
    - 12 hours Diversity Training
    - 80 hours Firearms Training
      - 20% more rounds of fire than LE Academy
      - 85% passing score of FDLE course of fire
      - Shoot – Don't Shoot scenarios (Shoot House and Milo)
      - Rifle familiarization (AR15, AK47 and SKS)
    - 24 hours TAP -Tactical Auto Pistol (augmented with Milo and Additional Shoot House training)
    - 24 hours active shooter (to include Tactical Combat Casualty Care, First Aid, Trauma Kit & CPR/AED Certification)
    - 16 hours Defensive Tactics (to include Firearm Retention)
    - 12 hours Legal Issues (taken from Self Defense Through Tactical Shooting and Decision Making, Security G license information to cover the civilian aspects of carrying a firearm, the legal aspects, the difference between criminal and civil liability, difference between misdemeanor and felony offenses, elements of negligence, and elements of assault and battery.)
    - 8 hours Mental Health and Awareness
  
- **Quarterly Training**
  - In-Service Training to update legal, firearm proficiency, self-defense and survival tactics.
  - Attend Sheriff's Firearm Range
  
- **Annual Recertification**
  - 16-hours of Training to include:
    - Firearm's Inspection
    - Firearm Requalification Course
    - Tactical Firearms Training

- MILO Shoot / Don't Shoot Scenario Training
- Defensive Tactics Refresher

The Board desires and the Sheriff agrees to facilitate the S.T.O.M.P. program (Sheriff Trained Onsite Marshal Program), which is a program designed in accordance with the Marjory Stoneman Douglas High School Public Safety Act and referenced in that act as the Coach Aaron Feis Guardian Program. The Sheriff shall implement the program in complete compliance with the statutory requirements, at a minimum, utilizing a Florida Criminal Justice Standards and Training Commission model. The Sheriff shall use FDLE certified Sheriff's Office resources, high liability instructors and facilities to accomplish all certified training. Experts in the area of training will provide instruction in certain required fields. Board S.T.O.M.P. certified employees shall have no law enforcement authority, in any capacity, except in the extent necessary to prevent or abate an active assailant incident at premises under the jurisdiction of the Board.

Upon successful completion of the training, the Sheriff will issue an approved firearm, ammunition, holster and credentials to statutorily qualified S.T.O.M.P. graduates.

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