Board Policy on Campus Safety Officers

Employment and Responsibilities of Campus Safety Officers

The Board of Education shall employ security personnel in the schools to provide a safe, secure, and peaceful environment for employees, students, parents, and community members at the schools and at activities of the school district. Such security personnel shall be known and referred to as “Campus Safety Officers” or CSOs.

Campus Safety Officers shall have the responsibility to assist certified employees in preventing student misconduct and enforcing school district student discipline policies, individual school regulations, and Board policy; to act as liaison between the school district and law enforcement agencies; to act as a resource to students and staff of the district; and function as the school district’s truant officers when warranted under Section 26-5 of the Illinois School Code. CSOs shall receive “Police Training Institute” (PTI) training or Permanent Employee Registration Card (P.E.R.C.) training as part of the requirement and/or preparation for the job of CSO.

In the exercise of their duties, CSOs are expected to be conservators of the peace, suppress riots, routs, affrays, fighting, breaches of the peace and prevent crime and may detain offenders on view and cause them to be brought before proper authorities for trial or examination. Such authority, however, is limited by this policy or such other policies or regulations, as, from time to time, may be adopted by the Board of Education or its designated representatives.

Positions and Job Titles

The position and job titles for the departmental operation of the campus safety work are hereby established as follows:

<table>
<thead>
<tr>
<th>Position/Job Title</th>
<th>Personnel Category</th>
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</thead>
<tbody>
<tr>
<td>1. Director of School Safety</td>
<td>Administration</td>
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<tr>
<td>2. Deputy Director of School Safety</td>
<td>Administration</td>
</tr>
<tr>
<td>3. Lead Campus Safety Officer “CSO III”</td>
<td>Bargaining Unit Employee(s)</td>
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<tr>
<td>4. Campus Safety Officer “CSO I &amp; II”</td>
<td>Bargaining Unit Employee(s)</td>
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</tbody>
</table>

Operations Manual

The work of Campus Safety Officer shall be guided substantially by the Department’s operations manual which is a “living” stand-alone document that requires periodic updates or changes. The Manual sets forth standards of conduct, defines duties and responsibilities, and provides necessary rules and regulations for the School Safety Department. Rules and regulations are essential to the efficient and consistent work of Campus Safety Officers. It shall be the duty of all employees of this department to conform to and abide by the established rules and regulations as outlined in the manual.
All Campus Safety Officers will be provided a copy of this Operations Manual in hardcopy for electronic format. Each member of the Campus Safety Department is to read the manual and to become thoroughly familiar with all the rules and regulations as set forth within.

**Limitations of Authority**

**General Limitation of Authority**

Campus Safety Officers’ general authority is limited to times when they are on duty and (1) on school property, (2) in the immediate vicinity of school property when authorized by a supervisor, or (3) at school district extracurricular events held off school property.

**Power of Arrest and Issuance of Citations**

A student, who may be in violation of the school district’s student discipline policies, shall be referred to the appropriate certified employee for discipline under such student discipline policies unless the student’s misconduct constitutes a felony; there is a continuing danger of serious injury to the student or others or to property; or is reportable to a law enforcement agency under a reciprocal reporting agreement or other type of joint agreement. In such cases, Campus Safety Officers may detain students for arrest by a law enforcement agency upon specific authorization of a supervisor. Campus Safety Officers may detain non-students who violate the Criminal Code for arrest by a law enforcement agency upon specific authorization of a supervisor. Detention of students shall be in accordance with Section 10-20.33 of the School Code.

Campus Safety Officers shall not have the authority to issue citations for traffic or municipal code violations unless they have been granted such authority through an inter-governmental agreement with the City of Peoria.

**Weapons**

The authority to carry a weapon, including a firearm, is limited to those Campus Safety Officers who have successfully completed Police Control Tactics training and state mandated firearm training. For use ONLY at those times during which a Campus Safety Officer is on duty and is authorized to do so by the Director of Campus Safety. A weapon includes, but is not limited to, a firearm, baton, extendable baton, and pepper spray.

It shall be noted that the district has adopted Policy No. 5:420 (Firearm Policy) to govern the use of firearm by Campus Safety Officers. This Policy MUST be strictly adhered to by all campus safety personnel.

This prohibition against carrying a weapon off-duty shall not prevent Campus Safety Officers from being employed as peace officers by law enforcement agencies or other public bodies authorized by statute to employ peace officers, provided the School Safety Director is notified of such employment.

**Use of Force and Physical Restraints of Students.**

In accordance with Section 10-20.33 of the School Code, Campus Safety Officers may use momentary periods of physical restriction by direct person-to-person contact, without the aid of
material of mechanical devices, accomplished with reasonable force and that are designed to (1) prevent a student from completing an act that would result in potential physical harm to himself/herself or another or damage to property, or (2) to remove a disruptive student who is unwilling to voluntarily leave the area. Any other use of force and physical restraints is prohibited except in situations where (1) the student poses a physical threat to himself, herself, or others, and (2) there is no medical contraindication to its use.

Corporal punishment is strictly prohibited.

A more comprehensive detail of the Use of Force Policy is in the Operations Manual (300.012).

**Implementing Regulations**

The Superintendent, Director of School Safety or other designated representative is authorized to issue regulations implementing this policy.

CROSS REFERENCES: 5:410 (Taser)  
5:420 (Firearm Policy)  
5:420-AP (Administrative Procedure/Firearm Policy)

ADOPTED: July 25, 2011

EFFECTIVE DATE: August 15, 2011

REVISED: August 23, 2021