



STATE OF NEW YORK
DEPARTMENT OF LABOR

APPENDIX A

SCHOOL SAFETY AGENT
D.O.T. CODE 372.667-034
O*NET CODE 33-9099.99

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

	<u>Approximate Hours</u>
A. <u>Use and Inspection of Equipment</u>	200
1. Use of two-way walkie-talkie radio and associated "10 codes"	
2. Use of handcuffs, use of hand-held metal detector	
3. Use of fingerprinting equipment:	
a. standard	
b. computerized (if available)	
4. Use of fire extinguishers	
5. Inspection of radios and fire extinguishers	
B. <u>Communication</u>	400
1. Communication with students and avoidance of excess familiarity	
2. Communication with co-workers and staff	
3. Maintenance of activity log	
4. Note-taking	
5. Report writing	
C. <u>Screening of Entrants to Building</u>	600
1. Checking of identification; maintenance of visitors' log	
2. Issuance of visitors' passes	
3. Information and direction giving	
4. Familiarization with faces and names of staff and students	
D. <u>Patrolling and Fixed Post Observation</u>	750
1. Patrolling patterns	
2. Observation techniques	
3. Familiarization with class schedules and exceptions	
4. Familiarization with building rules and policies	
5. Questioning of students and suspicious persons	
6. Enforcement of building rules and policies	

- D. Patrolling and Fixed Post Observation – continued
 - 7. Crowd control
 - 8. Reprimanding and removal of loiterers and disorderly persons
 - 9. Clearing of building and grounds at dismissal time
 - 10. Verifying security of locked areas and equipment
 - 11. Summoning aid for ill or injured persons

- E. Contraband 500
 - 1. Identification of various types of weapons
 - 2. Dealing with an armed individual
 - 3. Identification of controlled substances
 - 4. Identification of controlled substance users
 - 5. Search and seizure
 - 6. Safe handling of weapons
 - 7. Securing and vouchering of contraband

- F. Conflict and Crisis Resolution 750
 - 1. Intervention in verbal disputes
 - 2. Intervention in physical disputes
 - 3. Unarmed self-defense methods
 - 4. Summoning of aid for injured students
 - 5. Disciplinary and counseling referrals
 - 6. Notification of parents or guardians
 - 7. Handling suicide threats

- G. Arrests and Court Testimony 600
 - 1. Effecting an arrest
 - 2. Passive restraint
 - 3. Interrogation, statements and confessions
 - 4. Preliminary investigation of a crime scene
 - 5. Preservation of evidence
 - 6. Presentation of testimony in court

- H. Evacuations 200
 - 1. Familiarization with school safety plan
 - 2. Fire drills, bomb threats, actual emergencies
 - 3. Implementation of evacuation procedures

Total Hours 4,000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>.

APPENDIX B
SCHOOL SAFETY AGENT
RELATED INSTRUCTION

Written and Oral Communication

English, including:
 Grammar/Parts of Speech
 Complete/Incomplete Sentences
 Punctuation
 Word Usage
 Police Department Jargon
 Report Writing
Communication I
Communication II
Radio Usage/Communications (hands-on)

General Occupational Background

Orientation
School Administration
School Governance
Student Support Services, including:
 Adolescent Issues – Suicide
 Discipline Issue – Corporal Punishment
 Conflict Resolution Program
 Attendance Matters
 Child Abuse
 Substance Abuse Prevention and Intervention Programs
Special Education
Community School District Affairs
Safety Plans
School Safety Plan

Behavioral Science

Orientation
Introduction
Tactical Communications
Personality/Socialization
Perception
Attitude/Prejudice/Myths
Racism/Sexism/Homophobia
Hate Crimes
Title VII/Sexual Harassment
Introduction to Cultural Competence
Religious Diversity
Lesbian/Gay/Bisexual/Transgender Community
Authority & Ethics
Suicide Awareness

School Safety Agent Related Instruction – continued

Behavioral Science – continued

Conflict Resolution
Crisis Intervention
Psychological First Aid
Victimology
Domestic Violence
Teen Violence
Child Abuse
Youth & Adolescence
Domestic Preparedness
Problem Solving Workshop
Alcoholism
Stress Management
Ethics and Integrity (Courtesy, Professionalism & Respect)
Discretion/Policing Professionally
Policing Impartially (Effects of Bias & Prejudice)
Bullying
Use of Positive Reinforcement
Industrial & Labor Relations (20 hours)
 History and background (6 hours, 1st year)
 Current laws and practices (14 hours, 2nd year)

Law

Orientation
Introduction to Law
U.S. Constitution/Bill of Rights
Criminal Justice System/Court Structure
Student Rights & Responsibilities
Standards of Proof and Probable Cause
Laws of Arrest
Legal Powers of Peace Officers
Search & Seizure
Accusatory Instruments (Introduction to Criminal Procedure Law)
Miranda Warnings/Statements and Confessions
Interviewing and Interrogation Techniques
Eyewitness Identification
Rules of Evidence
Civil Liability
Use of Force and Justification
Bribery and Related Offenses
Introduction to Penal Law and Elements of Offense and Anticipatory Offense
Disorderly Conduct
Harassment and Aggravated Harassment
Reckless Endangerment
Menacing and Loitering
Assault
Homicide

School Safety Agent Related Instruction – continued

Law – continued

- Offenses Relating to Juveniles
- Burglary and Related
- Larceny and Robbery
- Criminal Mischief and Arson
- Sex Offenses
- Weapons Offenses
- Resisting Arrest, Obstructing Governmental Administration, Escape
- Riot and Related Offenses
- Court Room Testimony
- Perjury
- Drug Offenses
- Marijuana
- Computer/Cyber Crimes
- Counter-Terrorism
- Gang Awareness/Gang Intelligence

Police Science

- Entry-Level Field Training (observation of an experienced SSA at work)
- Introduction and Orientation
- Disciplinary Procedures
- Civilian Complaint Review Board (if applicable)
- Office of Equal Employment Opportunity
- Sexual Harassment Policy
- Courtesy, Professionalism & Respect
- Observation Skills/Descriptions
- Department Guides/Directives/Manual
- Attendance Procedures and Policies
- Report Writing
- Complaint Reporting System, School Related Criminal Activity, Criminal Incident Report
- Portable Radio Communication/Codes
- Preliminary Investigation/Crime Scenes
- Handling Evidence
- Aided Cases (victim in need of medical assistance)/Accidents City Involved
- Processing Property
- Arrest Procedures/Transporting Prisoners
- Searches
- Identifying Gangs and Gang Activity/Safe Corridor Safe Passage/Duties of Precinct Youth Officer (if applicable)/Duties of School Crossing Guard
- Metal Detection/Scanning (hands-on)
- Explosive Devices/Bomb Threats
- Uniform Visitor Control Procedures
- Fire Safety
- Scanning (all methods of metal/weapons detection)
- General Regulations – Borough Structure
- Field Operations & Department of Education

School Safety Agent Related Instruction – continued

Police Science – continued

- Commanding Operations – Seven Major Crimes
- Incidents (Forms & Format)
- Crime Scene
- Radio Protocol & Activity Log
- Arrest Procedures – Standard Operating Procedures (S.O.P.'s)
- Completion of Paperwork Involved in the Processing of an Arrest
- Computerized Fingerprinting: Theory & Concepts (if available)
- Computerized Fingerprinting: Equipment (if available)
- Patrol Response & Preparation
- First Responder/Incident Commander & Levels of Mobilization
- Field Training
- Incident Command System
- Property Procedures
- COMPSTAT (Computerized Statistics) – S.O.P.'s & Preparation
- Drug Awareness
- Uniform Inspection/Rank Insignia
- Report Writing
- Leadership in the Workplace
- Putting Ethics Into Action
- Internal Affairs Bureau
- Integrity Issues
- IAB Intelligence
- Civilian Line-of-Duty Injuries

Physical Training & Tactics

- Introduction
- Orientation & Military Drill
- Fundamental Calisthenics/Self Defense
- Calisthenics
- Self Defense
- Frisking and Handcuffing
- Disorder Control
- OSHA Training: all applicable regulations, standards, rules
- PESHA Training (if applicable)
- CPR/First Aid – *minimum* 6.5 hours every 3 years
- Automated External Defibrillator (AED)

Other Related Courses as Necessary

A minimum of 144 hours of Related Instruction is required for each apprentice for each year.