



Administrative Procedure

Category:	Procedure:	
Business Management	School Security Division	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-150-1	September 2020	

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ORGANIZATION AND FOCUS

The Knox County Schools shall maintain a School Security Division to support, enhance and coordinate the implementation of school safety and security policies, procedures and practices on all KCS campuses and locations where students conduct activities under the auspices of the Knox County Schools. The primary focus of the SSD shall be to provide for the physical safety and wellbeing of students, staff, faculty, and visitors to the Knox County Schools. A secondary focus will be the physical security of school facilities and equipment.

The KCS School Security Division shall be organized to provide, at a minimum, one highly trained, uniformed, armed School Security Officer for each campus. The SSD shall act as a liaison with all federal, state and local law enforcement and first responding agencies and shall specifically integrate activities with the Knox County Sheriff’s Office and the Knoxville Police Department to protect the life and physical wellbeing of all KCS staff and students.

The Chief of Security shall be appointed by the Director of Schools. The Chief of Security shall derive authority through the Director of Schools, policies of the Board of Education, Tennessee Code Annotated § 8-8-212 (a), and designated supervisory personnel within the Knox County Schools.

School Security Officers shall be under the immediate command of the Chief of Security and supervisory officers he has appointed within the SSD’s command structure. The SSOs shall have a coordinating and supporting relationship with school principals and school principals shall have the opportunity to submit comments annually to their officer’s performance evaluation.

OPERATION

A. The School Security Division shall be the proponent for all school safety and security policies including but not limited to:

1. C-210 School Visitors
2. C-230 Bus Photograph/Video Retention and Viewing
3. C-231 Surveillance – Photograph/Video Retention and Viewing
4. E-120 Safety
5. E-122 Emergency Preparedness Planning and Training
6. E-123 Crisis Management
7. E-125 Explosives and Explosive Devices Threat
8. E -150 Security
9. E-160 Traffic and Parking Controls
10. J-200 Interrogations and Searches
11. J-201 Random Searches for Dangerous Weapons
12. J-220 Alcohol, Drug and Tobacco Use

1 13. J-230 Weapons and Dangerous Instruments

2 14. J-212 Student Conduct and Safe Relocation of Students

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4 B. Additionally, the Chief of Security shall promulgate and periodically review such general orders for
5 school security officers as are necessary for the safe and efficient operation of the School Security
6 Division.

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8 C. The SSD shall also promulgate a district security plan and collaborate with school administrators to help
9 each school develop supporting school security plans that address the specific needs and issues
10 encountered at each site. The SSD shall also annually coordinate a facility security assessment at each
11 site under the control of the Knox County Schools.

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13 D. In coordination with the KCS Transportation Department and Transportation Safety Manager, the SSD
14 shall employ an armed and uniformed Transportation Safety Officer who shall hold a CDL with both P
15 and S endorsements. The TSO shall be responsible for developing and administering a safety check-ride
16 program that will provide a ride along review for all school bus drivers at least once in every 18-month
17 period.

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19 E. The SSD shall, in coordination with local law enforcement agencies, develop and implement a training
20 program for new SSO recruits to ensure each recruit has the requisite skills to perform his or her duties
21 prior to being assigned to a school.

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23 To ensure access to 24-hour communication and immediate response to after-hours events, the SSD shall
24 operate a 24-hour a day, seven day a week dispatch center to coordinate activities among SSOs and between
25 local law enforcement and first responding agencies.

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