

School Safety Program Requirements Overview

Schools Awarded a SRO, SSO, or JPO

This page provides a general overview of the requirements outlined in the School Safety Program Officer Manual.

Important Note: This overview is not a substitute for the full [SSP Officer manual](#). To fully understand and comply with the School Safety Program's requirements, please refer to the complete School Safety Program Officer Manual.

Program Requirement	Information	Resources
Training	<p>Each of the following program participants has an annual training requirement to meet:</p> <ul style="list-style-type: none"> • District/Charter Administrator • Site Administrator (principal, assistant principal, or dean of students) <ul style="list-style-type: none"> ◦ Site Administrator Designee (if applicable) • School Resource Officer/School Safety Officer or Juvenile Probation Officer • Agency Supervisor <p>See the School Safety Program Required Training & Schedule for additional information on who attends what training.</p>	SSP Annual Required Training & Schedule
School Safety Program Team (SSPT)	<p>The purpose of the SSPT is to create a Continuous Improvement Plan by conducting a safety needs assessment, use the needs assessment data on an on-going basis to determine the use of the officer consistent with program requirements, coordinate efforts of this program with other safety and prevention programs and activities to achieve greater effectiveness, and make recommendations for continuous improvement of the program. A team may be formed specifically to meet this requirement, or an existing appropriate team may be utilized. The officer is encouraged to participate actively in sharing his/her knowledge of community resources.</p> <p>The SSPT is required to meet at a minimum on a quarterly basis. For SSP purposes, quarterly is defined as three-month intervals (July-September, October-December, January-March, and April-June). Monthly meetings are recommended.</p>	SSPT Agenda

	<p>The team membership must consist of:</p> <ul style="list-style-type: none"> • Site Administrator (principal, assistant principal, or dean of students) • School Resource Officer, School Safety Officer or Juvenile Probation Officer • School prevention coordinator, or school mental/behavioral health expert, or registered nurse, or similar role • Other members can be added as needed. <p>A sample SSPT agenda template is included in the Resources column.</p>	
Continuous Improvement Plan	<p>Under the direction of the school administrator, each school is required to develop and utilize a Continuous Improvement Plan that incorporates program requirements and illustrates the site-specific program design in a succinct and logical manner. The plan is a fluid document that should be used by the school administrator, officer, and SSPT to monitor program implementation and provide continuous improvement throughout the school year.</p>	Continuous Improvement Plan
Law Related Education (LRE)	<p>In response to the valuable input of SROs and school administrators on the SSP, the decision has been made to remove the annual 180 hour requirement for LRE, effective immediately. For FY26, the recommendation will be 30 hours of LRE per semester (total would be 60 per academic year). This will allow school administrators to utilize officers more flexibly based on their data and campus needs. The number of LRE hours taught will now be determined by the school's Continuous Improvement Plan.</p> <p>It is recommended that officers provide LRE instruction as a prevention activity and opportunity to build relationships. The development and implementation of LRE must be based on the Continuous Improvement Plan.</p>	.
Officer Activity Log	<p>To ensure consistent documentation and accountability, officers must use the SSP Officer Activity Log to record all of their activities. This log serves as a tool to verify alignment with the SSP standards and SSPT's Continuous Improvement Plan.</p> <p>Officers shall complete the SSP Officer Activity Log daily. Use of the officer, time on campus, and entries must clearly reflect activities that align with SSP's three roles of an officer and the SSPT's Continuous Improvement Plan.</p> <p>The site administrator and agency supervisor are responsible for supporting, overseeing, and reviewing the officer's activity log to ensure compliance with the requirements of the SSP Grant. Data collected through the activity logs will be used for reporting purposes to the Arizona Department of Education</p>	SSP Officer Activity Log

	<p>(ADE). Activity logs must be maintained in an organized and accessible format and made available upon request by ADE.</p> <p>*Additional activities shall not overwhelm the officer, jeopardize their ability to meet the minimum requirements of this grant (e.g. excessive law enforcement/probation activity), or go against the intent of this program (e.g. disciplinarian, detention monitor, lunch duty, fill-in for teacher)</p>	
Officer Time on Campus	<p>When school is in session, an SRO is required to be on campus 80% of the time. A JPO is required to be on campus 90% of the time.</p> <p>An SSO is required to be on campus 100% of the time.</p>	
Officer Performance Assessment	<p>The site administrator is required to complete an officer performance assessment once every year. The assessment must be shared with the officer's supervisor. The evaluation is meant to assist the officer and his/her supervisor in meeting the intent of the grant and effectively carrying out their duties. It is not meant to supplant the official evaluation process used by the officer's department or agency. It is at the discretion of the law enforcement agency or probation department to include the school's evaluation in the officer's official folder. Only officers who have performed in a satisfactory manner should be considered for further service in the School Safety Program.</p>	Officer Performance Assessment
Intergovernmental Agreement (IGA)	<p>For each site receiving funding under the School Safety Program, an Intergovernmental Agreement must be developed between your district/charter and the law enforcement agency/probation department. This essential document is an important step toward implementing a successful School Safety Program. The document shall be completed annually, within 30 days of when the officer begins work at the school. The agreement shall be kept on file at each funded site for review during a site visit conducted by the ADE.</p>	Intergovernmental Agreement (IGA)
Program Evaluation	<p>Arizona Revised Statute 15-154 requires the ADE to evaluate the effectiveness of the School Safety Program and report on the activities of the program to the President of the Arizona Senate, the Speaker of the Arizona House of Representatives, and the Governor of Arizona on or before November 1 of each year. The evaluation and report shall include survey results and data from participating schools on the impact of participating in the School Safety Program. Schools awarded funding under the School Safety Program agree to participate in the evaluation.</p>	