



# LEHIGH EMERGENCY SERVICES TRAINING ACADEMY



## NASRO - School Security Officer

The NASRO School Security Officer Course is a twenty-four-hour (24) block of instruction designed for school security officers and school safety professionals working in an educational environment and with school administrators. The course provides tools for officers to build positive relationships with both students and staff. Attendees will gain a solid working knowledge of the roles and responsibilities of the school security officer and how to establish a lasting partnership with their schools.

The goal of this course is to provide participants with information regarding School Safety Officers (SSOs) and to provide knowledge of necessary facts and skills to fulfill their duties as an SSO.

**Chief Authorization: NOT Required**

Submit via [www.lestafire.org](http://www.lestafire.org)

Bucks FSC: N/A

Required Textbook(s): N/A

Required Equipment: Computer with audio/video capability and internet access

Cost: Free to all responders

DOH Con-ed Credits: 0 CPC

*This course has been approved by the PA Dept of Health for 0 hours of continuing education credits for all ALS/BLS Providers.*



### Location

**Lehigh County Joint Operations Center**

### Address

**4300 Broadway**

**Allentown PA 18104**

### Course Dates & Times

**July 28<sup>th</sup> – 30<sup>th</sup> 2025 0800-1700**

### Course Registration Deadline

**July 15<sup>th</sup> 2025**

### Prerequisites

**N/A**

## Registration Information

Registration is **required** through the **PA Train website**. Register for this course by visiting the following link

Please **[CLICK HERE]** to register, or visit <https://www.nasro.org/events/2025/07/28/sso-school-security-officer/allentown-pa/>

FEMA S.I.D. REQUIRED. Register for your FEMA Student Identification Number by visiting <https://cdp.dhs.gov/femasid>

*For more information regarding this course, please contact the following:*

Course Contact Person

**Joseph Light**

Course Contact Phone #

**(610) 762-4603**

Course Contact Email Address

**josephlight@lehighcounty.org**



# School Security Officer 24-hour Training Course Outline and Objectives

## COURSE DESCRIPTION

The NASRO School Security Officer Course is a twenty-four-hour (24) block of instruction designed for school security officers and school safety professionals working in an educational environment and with school administrators. The course provides tools for officers to build positive relationships with both students and staff.

Attendees will gain a solid working knowledge of the roles and responsibilities of the school security officer and how to establish a lasting partnership with their schools.

The goal of this course is to provide participants with information regarding School Safety Officers (SSOs) and to provide knowledge of necessary facts and skills to fulfill their duties as an SSO.

## Course Objectives:

- Gain an understanding and knowledge of the roles and responsibilities of SSOs.
- Utilize strategies which will enhance SSO, School Administrator, and SRO relationships.
- Demonstrate skills for effective communication with students.
- Recognize the signs of possible child abuse and/or child neglect.
- Understand legal issues that apply to the SSO and school community.
- Understand the SSO's role and enhance skills in dealing with special needs students.
- List, define, and understand strategies for school safety and emergency operations planning.
- Follow the CPTED concepts.
- Identify the basic practices involved in threat assessment and safety.

**TEACHING METHODOLOGY / CLASS FORMAT:** This course uses a combination of the following classroom and interactive techniques: classroom lectures, PowerPoint presentations, video presentations, course materials, and practical scenarios.

**ATTENDANCE POLICY:** Attendees of the SSO course shall not miss more than ten percent of the total course time or a maximum of 2 hours. Any absences must be approved by the instructor.

## **CONTENT OUTLINE:**

### **I. The School Security Officer: Roles and Responsibilities**

Goal: Participants will gain an understanding and knowledge of the roles and responsibilities of School Security Officers.

Learner Objectives:

- Understand the importance of NASRO in school-based policing.
- Identify the SSO Triad Concept and describe each component.
- List the goals and benefits of the SSO Program.

### **II. SSO, School Administrator, and SRO Relations**

Goal: The goal of this module is for participants to gain an understanding of the educational environment and to provide practical applications of that knowledge as it pertains to the role of the SSO.

Learner Objectives:

- Understand the cultural differences between education and school security.
- Discuss the roles of SSOs, School Administrators, and SROs/law enforcement.
- Demonstrate positive strategies of the SSO working within the educational environment.

### **III. Effective Communication and Supporting Students**

Goal: This module will provide SSOs with a better understanding of how to become more effective in communication and mentoring students. This module is designed to equip SSOs with strategies and skills to communicate effectively with students.

Learner Objectives:

- Understand ways to be a positive role model and the importance of doing so.
- Articulate a basic understanding of the Family Educational Rights and Privacy Act (FERPA).
- Develop strategies to foster effective communication with students.
- Demonstrate an understanding of the SSO role in referrals.
- Recognize the signs of child abuse and child neglect, and understand how to properly assist students.

### **IV. Understanding the Teen Brain**

Goal: This module will describe the complex interaction between intellectual and emotional development during the time of adolescence. This module will explore the adolescent brain: the development of the teen brain, the two types of teen brains, and traumatic influences on the teen brain.

Learner Objectives:

- Explain the differences between puberty and adolescence.
- Understand the impact of brain development on reckless and impulsive behavior as it peaks during adolescence.
- Distinguish between the "Thinking Brain" and the "Feeling Brain" as they drive adolescent behavior.
- Understand the most effective communication strategies for working with adolescents.

## **V. Violence and Victimization: Challenges to Development**

Goal: This module will explore victimization in childhood and adolescence. The impact of traumatic stress on the brain, and the behavioral and emotional effects of trauma in childhood and adolescence, will be examined. Strategies for interactions with traumatized youth will be considered.

Learner Objectives

- Define three types of stress.
- Understand the effects of traumatic stress on the human body.
- Identify the correlation between the ACE report and the role of the SSO.
- Identify strategies for the SSO when working with traumatized and victimized youth.

## **VI. Social Media and Cyber Safety**

Goal: Social media and technology can create challenges and safety issues when not used appropriately, therefore it is imperative that SSOs understand social media. This module will give participants tools needed to stay current on social media and to provide valuable information to staff and parents.

Learner Objectives:

- Recognize social media in all its forms.
- Understand the impact of social media on students and the school environment.
- Gain knowledge on how to advise students, parents, and staff on social media safety.

## **VII. Sex Trafficking of Youth**

Goal: In the role of an SSO, it is imperative that the signs of and facts about sex trafficking are well understood. This module will provide information and resources to assist SSOs in their role in anti-sex trafficking efforts.

Learner Objectives:

- Define Commercial Sexual Exploitation of Children (CSEC).
- Explain why a victim-centered approach to CSEC is vital.
- Understand recruitment and control of CSEC victims.
- Identify ways SSOs can contribute to anti-sex trafficking efforts.

## **VIII. Legal Issues for the School Security Officer**

Goal: The goal of this module is for SSOs to have a better understanding of various legal issues as it relates to their duties as SSOs. This module will provide generalized information regarding the continual legal decisions that potentially or directly impact the daily duties and responsibilities of the SSO and school team. Ensure that state and local policies permit implementation of the information in these materials.

Learner Objectives:

- Define due process as it applies to the school environment.
- List the parameters of searches and seizures in the school environment.
- Identify legal and effective means of interviewing students.
- Examine civil liability as it pertains to SSOs in the school environment.

## **IX. Understanding Students with Special Needs**

Goal: Students with disabilities can often react unpredictably when they become agitated or stressed. This module will provide skills to more effectively interact with students with disabilities.

Learner Objectives:

- Understand the basic process of qualifying as having a disability as outlined in the Individuals with Disabilities Education Act.
- Gain a better understanding of the basic discipline process for students with disabilities.
- Demonstrate ways to communicate proactively and reactively with students with disabilities.

## **X. School Safety: Emergency Operations Planning**

Goal This module will give SSOs a better understanding of Emergency Operations Plans for numerous types of emergency situations. SSOs will be given the tools needed to become an effective member of the school safety team.

Learner Objectives:

- Understand the components of an effective proactive school safety plan.
- List various school safety issues and identify procedures that can be effective in addressing them.
- Collaborate with stakeholders on the development and implementation of an Emergency Operations Plan.

## **XI. Crime Prevention Through Environmental Design**

Goal: This module will guide participants in identifying and understanding the Crime Prevention Through Environmental Design (CPTED) principles and how applying those principles to the school campus can prevent crime.

Learner Objectives:

- Understand the CPTED concept and three core principles.
- Apply CPTED principles to improving the environmental design of a school and reducing crime.

## **XII. Threat Response: Preventing Violence in School Settings**

Goal: This module will guide school personnel in response and investigation into verbal and/or written threats of violence. With this information, staff will be able to make informed decisions regarding threats of varying degrees and to understand possible ways of dealing with those who make the threats.

Learner Objectives:

- Recognize factors involved in determining the validity of a threat.
  - Identify the three basic practices involved in threat assessment and safety.
  - Conduct a basic threat assessment and identify possible responses.
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- Apply CPTED principles to improving the environmental design of a school and reducing crime.



# School Security Officer Training Agenda

## Day One

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8:00 – 9:00 am	Welcome, Introductions, Course Overview
9:00 – 10:00 am	The School Security Officer: Roles and Responsibilities
10:00 – 12:00 pm	SSO, School Administrator, and SRO Relations
12:00 – 1:00 pm	Lunch
1:00 – 3:00 pm	Effective Communication and Supporting Students
3:00 – 4:00 pm	Understanding the Teen Brain
4:00 – 5:00 pm	Violence and Victimization: Challenges to Development

## Day Two

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8:00 – 10:00 am	Social Media and Cyber Safety
10:00 – 12:00 pm	Sex Trafficking of Youth
12:00 – 1:00 pm	Lunch
1:00 – 3:00 pm	Legal Issues for the School Security Officer
3:00 – 5:00 pm	Understanding Students with Special Needs

## Day Three

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8:00 – 11:00 am	School Safety: Emergency Operations Planning
11:00 – 12:00 pm	Crime Prevention Through Environmental Design (CPTED)
12:00 – 1:00 pm	Lunch
1:00 – 3:00 pm	Threat Response: Preventing Violence in School Settings
3:00 – 5:00 pm	Course Review

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*Agenda times are subject to change at the discretion of the instructor.*