



School Safety and Security Specialist Checklist

Purpose

This checklist provides School Safety and Security Specialists with a practical guide to their key responsibilities, including safety coordination, assessments, training, emergency preparedness, and continuous improvement. Specialists are responsible for meeting all requirements and staying current with [Utah Code Section 53G-8-701.6: School Safety and Security Specialist](#) and local school policies.

Who Can Serve?

Each eligible school has a designated School Safety and Security Specialist, (Specialist).

Eligibility requirements for the designated Specialist include:

- Is a current employee of the assigned school campus;
- Cannot be assigned to multiple schools;
- Is not the principal;*
- Is not a classroom teacher;*
- May also serve as the School Guardian of the same school; and
- Understands that they report directly to the principal.

The legislative duties cannot be split between individuals, unless there is formal documentation of employee turnover submitted to the School Safety Center (SCC).

Specialist Training Requirements

- ☐ **Complete training requirements selected by the State Security Chief and the SSC.**
 - This includes all required training provided by the SSC, with corresponding Canvas coursework.
- ☐ **Remain current on:**
 - Comprehensive School Threat Assessment Guidelines (CSTAG);
 - The duties of a Specialist; and
 - The school's Emergency Preparedness, Emergency Response, and Emergency Recovery Plans.



Utah School Safety Needs Assessment

- ☐ Collaborate with the County Security Chief and with local law enforcement of relevant jurisdiction regarding:
 - Conducting the Utah School Safety Needs Assessment at least once every three years;
 - Submit the completed assessments to the SSC by October 15th of the corresponding year; and
 - Review the results of the Utah School Safety Needs Assessment to recommend and implement improvements to school facilities, policies, procedures, protocols, rules, and regulations relating to school safety and security.

Behavioral Threat Assessment Management

- ☐ Be an active member of the school's multidisciplinary team and participate in all duties including, but not limited to:
 - Conducting a behavioral threat assessment when deemed necessary using an evidence-based tool, such as CSTAG, which is recommended by the SSC.

School Training, Drills, and Policy Requirements

- ☐ Ensure school staff and students receive training on the school's current safety and security practices.
- ☐ Coordinate with local first responder agencies to implement and monitor safety and security drills.
- ☐ Ensure adherence to all policies, procedures, protocols, rules, and regulations relating to school safety.
- ☐ Follow any Local Education Agency (LEA), school, or law enforcement agency student privacy policies.

Emergency Events

- ☐ Coordinate with school safety personnel during an emergency.
- ☐ Abide by any LEA, school, or law enforcement agency policy outlining the chain of command.
- ☐ Act subordinate to any responding law enforcement officer during an active emergency at the school.

- ☐ Organize a debriefing with individuals listed in [Utah Code Section 53G-8-701.6\(3\)\(c\)](#) regarding strengthening school safety and security practices following an event where the school's security has been significantly compromised.

School Climate

- ☐ Monitor and report to the principal, local law enforcement, and, if applicable, the LEA superintendent, or designee, on security risks for the school regarding school facilities or the implementation of safety practices.
- ☐ Oversee school safety and security practices to ensure a safe and secure school environment for students and staff.

Stipend Information

- The stipend or legislative duties cannot be split between individuals, unless there is formal documentation of employee turnover submitted to the SSC.
- Each LEA will receive annual funding to provide one \$3,000 stipend per Specialist per eligible school.
- Final salary amounts may vary based on benefit deductions and should be confirmed with the LEA's Business Administrator.
- All questions regarding stipend payments should be directed to the school principal or the LEA School Safety and Security Director.