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## **MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Damien Kelly, Executive Director  
Office of Safe Schools

**DATE:** July 20, 2018

**SUBJECT: School Safety Specialists: Appointment, Training and Duties**

### **Contact Information:**

Julie Collins  
850-245-0676  
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**DPS: 2018-103**

In March of this year, the legislature passed, and Governor Scott signed Senate Bill 7026, which outlines new requirements for the appointment, training and duties of a district-level school safety specialist.

Section 1006.07(6)(a), Florida Statutes, requires that each school superintendent designate a school administrator as a school safety specialist. Governor Scott's March 23, 2018, letter to superintendents and school board members provides a deadline of July 1, 2018, for the superintendent to appoint a school safety specialist. Each school safety specialist then has one year after appointment to earn a certificate of completion in the training that will be required by the Office of Safe Schools. A letter from Commissioner Pam Stewart was sent to all district school superintendents on June 19, 2018, outlining how districts should notify the department of their designated school safety specialist.

The law does not specify qualifications for the school safety specialist position other than that the designee be a district-employed school administrator who is appointed by the superintendent. Additionally, charter schools are not required to appoint a school safety specialist since they would fall under their school district's designated school safety specialist.

The department's Office of Safe Schools shall, per s. 1001.212(4), Florida Statutes, "Develop and implement a School Safety Specialist Training Program..." based on national and state best practices and to include active shooter training. Several training programs are currently under review for inclusion in the school safety specialist curriculum. It is anticipated that the program will include a combination of online courses and instructor-led training. Once the training program is finalized, district superintendents and school safety specialists will be notified and relevant information will be posted to the Office of Safe Schools web page at <http://fldoe.org/safe-schools/>.

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Additionally, s. 1012.584(2), Florida Statutes, requires “Each school safety specialist shall earn, or designate one or more individuals to earn, certification as a youth mental health awareness and assistance trainer.” The statute further requires the school safety specialist ensure that all school personnel within the school district receive youth mental health awareness and assistance training. A June 29, 2018, memo from Chancellor Hershel Lyons outlines upcoming training opportunities and is available on the department’s web page:

<https://info.fldoe.org/docushare/dsweb/Get/Document-8311/dps-2018-102.pdf>.

Questions regarding the school safety specialists can be directed to Julie Collins, Office of Safe Schools, at [Julie.Collins@fldoe.org](mailto:Julie.Collins@fldoe.org) or 850-245-0676.

DK/jc

cc: Charter Schools

## FAQ regarding the SSS program:

- I am hoping to get some timeline information for the Site Assessment questionnaire in FSSAT (when is it due?) and training for the designated Safe School Specialist? ✓
- Are charter schools to be included in district funding for SRO/Safety Specialist? I am assuming that we are as we are going through this process. ✓
- My superintendent has asked me to find out as much as I can concerning the required training of a School Safety Specialist. Please provide me with training locations, dates and times. Also, is there a web-site I can go to and find learning objectives and standards? ✓
- Each district school superintendent shall establish policies and procedures for the prevention of violence on school grounds, including the assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.  
(a) Each district school superintendent shall designate a school administrator as a school safety specialist for the district. **The school safety specialist must earn a certificate of completion of the school safety specialist training provided by the Office of Safe Schools** within 1 year after appointment and is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district.  
Can you provide information in regards to obtaining this certificate of completion of the school safety specialist training provided by the Office of Safe Schools? ✓
- Superintendents must designate a district School Safety Specialist by July 1. Do charter schools have to designate their own School Safety Specialist or can they utilize the district School Safety Specialist? ✓
- Would you please give me more information on the qualifications for a school safety specialist. Does this position require a masters degree? I am inquiring for Franklin County School District. ✓
- How do I become certified as a School Safety Specialist? ✓
- (Referring to the School Safety Specialist) When will this course be available? And what will the courses be? ✓
- My question is concerning whether or not the school safety specialist must be an administrator and at what level ... school or district level? ✓
  1. Should this be a district level administrative position or school level administrative position?
  2. Should these duties be assigned to a principal, assistant principal, or career center director (positions included in school administrator definition) to oversee school safety for the district?