



OFFICE OF SECURITY

Departmental Processes and Procedures

CURRICULUM & INSTRUCTION • TRANSPORTATION • INFORMATION & TECHNOLOGY MANAGEMENT • FOOD SERVICE
STUDENT SERVICES • HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILITIES • PERFORMANCE
ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD EDUCATION • TALENT DEVELOPMENT • PURCHASING • INTER
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OFFICE OF SECURITY



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PREPARING STUDENTS
FOR LIFE

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OFFICE OF SECURITY

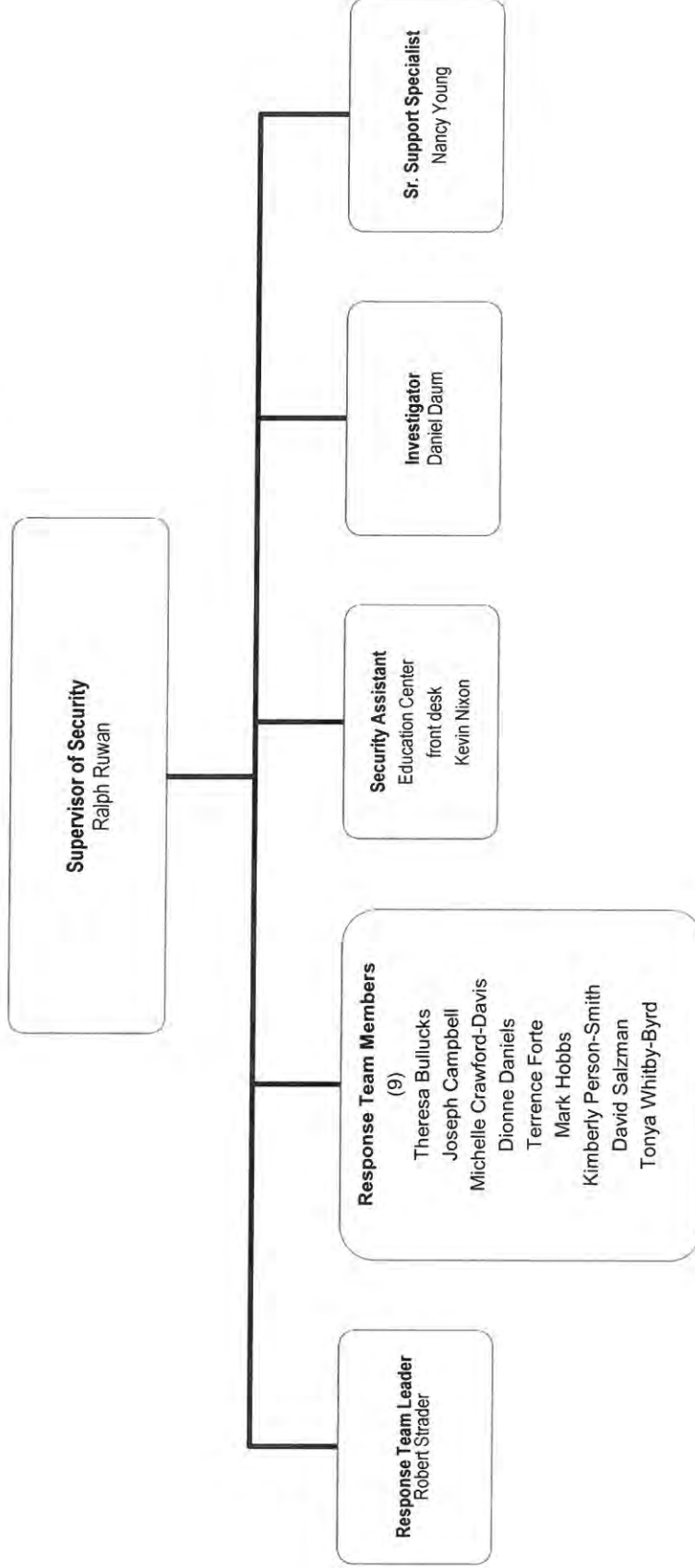


Department Organizational Chart



PREPARING STUDENTS
FOR LIFE

Office of Security





OFFICE OF SECURITY



Department Core Services



PREPARING STUDENTS
FOR LIFE



Core Service: Security Operations

- Provide safe learning environments for students and staff
- Conduct random searches in all CPS buildings
- Assist building administrators and police in capturing video footage of incidents on school property
- Provide safety and security support to all CPS administrators, staff and School Resource Officers (SRO) as needed or requested

Core Service: Investigations

- Conduct internal investigations of alleged incidents involving staff and students, as directed by Security Services Supervisor
- Maintain 5 years of investigations on file
- Provide support for General Counsel and Human Resources (HR) as requested
- Assist HR in conducting interviews for perspective candidates for the position of Security Assistant

Core Service: Security ID Badge Maintenance

- Require all individuals working or volunteering in CPS to have criminal background checks and CPS identification badges
- Track CPS badges to assure all are in compliance with CPS Board policies
- Track and deactivate badges when individuals leave CPS or badge expires
- Manage all non-personnel CPS background checks

Core Service: School Safety

- Administer up-to-date A.L.i.C.E. (active shooter) training for all CPS employees every school year
- Maintain school radios in proper working order and keep a master file
- Maintain documentation of required School Safety Drills and any necessary follow up to building administrators
- Liaise with building administrators on school safety issues



OFFICE OF SECURITY



Procedures and Forms



PREPARING STUDENTS
FOR LIFE



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Attendance Accounting and Standards

Purpose: Define attendance as it is used in the Security Services Branch and explain the procedure to be followed when considering employees attendance for appraisal purposes.

Applies to: All Security Services Employees

Definition: Attendance is one of the most important factors in performance. If an employee misses work for any reason, he/she is not performing the functions for which he/she is being paid. Exact attendance must be listed on all appraisals.

Performance Standard: An overall appraisal may be affected by a poor attendance rating. Absences to be included are all days/time charged to Sick Leave without a doctor's statement and any days off without pay.

The rating on the appraisal of an individual in attendance is based on the following rates of absence measured for every rolling 12 month period:

EXCELLENT: .2 days or fewer per month absent

VERY GOOD: More than .2 to .4 days per month absent

SATISFACTORY: More than .4 to .8 days absent per month

IMPROVEMENT NEEDED: More than .8 to 1.2 days per month
(Persons performing at this level are subject to administrative hearings and/or one day medical notice)

UNSATISFACTORY: Greater than 1.2 days per month

An absence of 6 or more consecutive days will be termed long-term if a doctor's statement is submitted. Security Services may request Human Resources to obtain an examination by a Board Physician to verify illness.

These standards do not include Personal Leave, or FMLA. Exact attendance information must be listed in the comment section of the appraisal.

Persons with long-term illness that have requested leave under the provisions of the Family Leave Act cannot be rated down due to this absence. However, poor attendance outside of this approved long-term leave should be evaluated using the criteria listed above.

Tardiness can also affect attendance performance ratings. See Security Services Tardiness Policy.

I have received and understand the above procedure _____ Date _____



CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES

Security Services Procedure

Tardiness

Employees should be ready to work at their starting time. If they are tardy, follow the procedure listed below.

5 minutes or less: The tardiness will be noted in the “Attendance Log” and the importance of promptness will be discussed with the employee. Chronic tardiness of this type shall be discussed with the Supervisor of Security.

More than 5 minutes and less than 15 minutes: The employee shall be docked 15 minutes of pay, note the tardiness on the “Attendance Log” and discuss the importance of promptness with the employee. Do not let the employee begin working until the 15 minutes is up, because they will not be on payroll for the first 15 minutes of their assigned time.

More than 15 minutes: The employee will be docked 15 minute intervals for tardiness over 15 minutes. Do not allow the employee to work until the docked time is up, because they will not be on payroll. Note the tardiness on the “Attendance Log” and discuss the tardiness with the employee.

If the employee has a valid reason for tardiness they may be allowed to take “Personal Leave” for the time that is missed. If you have questions about this, check with the Supervisor of Security.

I have received and understand the above procedure:

Signature

Date



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

Name: _____

Date: _____

ANNUAL LEAVE REQUEST

Requesting ___ day(s), _____ hour(s) beginning on date _____. I will return to work on _____.

PERSONAL LEAVE REQUEST

Requesting ___ day(s), _____ hour(s) beginning on date _____. I will return to work on _____.

(Attach Personal Leave form)

SICK LEAVE REQUEST

Requesting ___ day(s), _____ hour(s) beginning on date _____. I will return to work on _____.

Signature:

Date

APPROVED BY:

Ralph Ruwan
Supervisor, Office of Safety and Security Services

Date



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Security Office / Overtime Approval Sheet

Employee Name: _____

The employee named above has my permission to work overtime for the following compensation:

- Compensatory Time Earned**
- Compensatory Time Off**
- Pay for Time Worked**

| Day of Week | Date | Beginning / Ending Time | Total Time Earned | Location reason: |
|-------------|------|-------------------------|-------------------|------------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| Sunday | | | | |

Employee Signature

Date

Ralph Ruwan
Supervisor, Office of Safety and Security Services

Date



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

RESPONSE TEAM GOALS 2018-2019

- 1. Improve over all response team attendances.**
- 2. Uniforms, Silvers Badges and CPS ID Cards.**
- 3. Customer services TOP PRIORITY: Be friendly, kind and considerate in how you approach and respond to student, cps staff including other team members.**
- 4. Only visit school on your list. Stay in the area of your school, so we can have good response time when dispatched.**
- 5. Be visible in your assigned schools assisting as needed and actively involved in positive reinforcement with students.**
- 6. All R/T will work on CPS security checklist and distribute up-to date metal detector packet information to the principals.**
- 7. Setup search dates (we will start the week of September 10th). Once you schedule a school send a confirmation e-mail to principal and RT Leader to put on calendar.**
- 8. Setup bullying talks dates (we will start the week of September 10th).**



Security Department Equipment Sign-In / Sign-Out Form

NAME _____

DATE _____

SIGN OUT

SIGN IN

| | | |
|---------------|----------------------|----------|
| Two Way Radio | Make MOTOROLA | Received |
| Unit # | _____ | _____ |
| Serial # | _____ | _____ |
| CPS # | _____ | _____ |

| | | |
|---------------|----------------------|----------|
| Two Way Radio | Make MOTOROLA | Returned |
| Unit # | _____ | _____ |
| Serial # | _____ | _____ |
| CPS # | _____ | _____ |

| | | |
|----------------|-------|-------|
| Cellular Phone | _____ | _____ |
| Number | _____ | _____ |

| | | |
|----------------|-------|-------|
| Cellular Phone | _____ | _____ |
| Number | _____ | _____ |

| | | |
|----------------|------------------------------|-------|
| Digital Camera | Make PANASONIC(LUMIX) | _____ |
| Serial # | _____ | _____ |

| | | |
|----------------|------------------------------|-------|
| Digital Camera | Make PANASONIC(LUMIX) | _____ |
| Serial # | _____ | _____ |

| | | |
|----------|----------------------|-------|
| Wand | Model GARRETT | _____ |
| Serial # | _____ | _____ |
| CPS # | _____ | _____ |

| | | |
|----------|----------------------|-------|
| Wand | Model GARRETT | _____ |
| Serial # | _____ | _____ |
| CPS # | _____ | _____ |

| | | |
|-------------------|-------------------------|-------|
| Flashlight w/case | Brand STREMLIGHT | _____ |
| Serial # | _____ | _____ |

| | | |
|-------------------|-------------------------|-------|
| Flashlight w/case | Brand STREMLIGHT | _____ |
| Serial # | _____ | _____ |

| | | |
|------|-------|-------|
| Keys | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

| | | |
|------|-------|-------|
| Keys | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

| | | | |
|---------------|-----|----|-------|
| First Aid Kit | Yes | No | _____ |
|---------------|-----|----|-------|

| | | | |
|---------------|-----|----|-------|
| First Aid Kit | Yes | No | _____ |
|---------------|-----|----|-------|

| | |
|---------|-------|
| Vehicle | _____ |
|---------|-------|

| | |
|---------|-------|
| Vehicle | _____ |
|---------|-------|

Note any special conditions of equipment or additional equipment _____

Note any special conditions of equipment or additional equipment _____

My initials by each item indicates receipt of each item listed.

Initials next each item indicates each item entrusted to you has been returned.

My signature below indicates receipt, and that I am responsible and accountable for this equipment. Any equipment not returned must be accompanied by payment, for the missing equipment, or a copy of the police report showing the item was stolen.

The signature below indicates the return of all equipment that I am responsible for.

Signature _____ Date _____
Print Name _____

Signature _____ Date _____
Print Name _____

**SECURITY OFFICE
STAFF DATA
SY**

PLEASE PRINT

NAME: _____

ADDRESS: _____

ZIP: _____

HOME PHONE: _____

PERSONAL CELL PHONE: _____

CPS CELL #: _____

BIRTHDAY (DAY AND MONTH): _____

SOCIAL SECURITY NUMBER: _____

PERSON TO BE CONTACTED IN CASE OF EMERGENCY:

RELATIONSHIP: _____

PHONE: _____

HOSPITAL PREFERENCE: _____

PLEASE FILL IN AND RETURN. PLEASE NOTIFY ME IF THERE ARE ANY CHANGES DURING THE SCHOOL YEAR.

THANK YOU,
Nancy



DRIVERS INFORMATION

DATE: _____

FULL NAME: _____

HOME ADDRESS: _____

STREET

CITY, STATE and ZIP CODE

HOME PHONE #: _____

CPS CELL# _____

LICENSE EXPIRATION: _____

DATE

EMPLOYEE TYPE: _____

Dept. or School: _____

Title: _____

CPS VEHICLE ASSIGNED: # _____

Ohio Lic# _____

THIS INFORMATION WILL BE KEPT CONFIDENTIAL

PLEASE INCLUDE A COPY OF YOUR CURRENT DRIVER'S LICENSE



SECURITY DEPARTMENT
PASSWORD INFORMATION

Name: _____ Date: _____

Computer login: _____ Password: _____

GroupWise (E-mail) Password: _____

Cell Phone Voicemail Password: _____

Business Plus Username: E##### Password: _____

PowerSchool Username: _____ Password: _____

OH Dept. Ed State License: www.ode.state.oh.us IRN#043752

Username: _____ Password: _____

CPS Wellness Username: _____ Password: _____

Anthem Username: _____ Password: _____

Navia Card Username: _____ Password: _____

Other system Username: _____ Password: _____

Other system Username: _____ Password: _____

<https://mycps.cps-k12.org/>



Safety and Security Services

Cincinnati Public Schools - 2651 Burnet Avenue - Cincinnati, OH 45219
Phone: (513) 363-0100 - Fax: (513) 363-0105

Parking at the Mary Ronan Education Center:

The entry drives from Highland and Burnet Ave have been designated and marked as “NO PARKING FIRE LANE” and there are signs posted. So as a reminder there is no parking in fire lanes. Please park your personal car and board car in an appropriate parking spot in the lower employee lot.

PNC Credit Card:

1. PNC – VISA gas card purchases for fuel only.
2. Must use the card reader at the pump CAN NOT PREPAY. If the station card reader isn't working find another fueling location.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

RESPONSE TEAM END OF THE YEARS CHECK LIST

1. CLEAN OUT YOUR TEAM CAR INSIDE & OUTSIDE. TOP OFF YOUR GAS TANK.
2. BRING IN YOUR BLACK BAG WITH YOUR M/D WAND, AND YOUR FOLDER WITH YOUR STAY AWAY LETTERS INSIDE.
3. PUT A COPY OF YOUR MAY GAS RECEIPTS IN THE ENVELOPE.
4. PUT YOUR VISA GAS CARD IN THE ENVELOPE.
5. FILL OUT THE SUMMER INFORMATION FORM.
6. TURN IN ALL THE ABOVE ITEMS TO R.L.STRADER.
7. GO OVER THE EQUIPMENT SIGN-IN FORM WITH R.L.STRADER.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Security Response Team Procedures

The response teams are divided into four teams two East, and two West.

Response Teams are prepared to assist as directed by the Response Team Leader. The early teams will assist with arrivals. The late teams will assist with late dismissal schools. Always prioritize according to the school most in need.

- If we are forewarned of possible trouble at dismissal time we should call the district and ask for “Directed Patrol” 765-1212.

During the first three weeks of the school year all teams must go to their assigned schools. Notify the principals of our services and inform them to call our office whenever they are in need of our assistance, remember the schools are our customers. Remind the principals that one Lockdown Drill is required in the first month of school. Also encourage the principals to inform their team of any potential problems, critical incidents that have occurred, graffiti written, threats made, gang activity, etc. This will allow the response team to assist with a potential problem prior to the escalation of such matters and be prepared if such matters were to continue.

When a call for assistance is received in the Security Office, the call will be logged in for statistical purposes. Depending on the nature of the call the next steps may be followed as needed:

- The Response Team Leader called
- The Response Team Leader dispatches the responsibility to the appropriate team to assist the school
- When the team finishes that assignment they then notify the Response Team Leader.
- The Response Team will document on their daily what steps were taken to resolve issues of the assignment.

When a team deals with an incident and there is a discrepancy, the senior team member will make the call.

If we have advanced knowledge of possible trouble at one of our schools, i.e. arrival, dismissal, we must have our camcorders out and ready to film when we arrive. (This acts as a deterrent and/or preserves the evidence).

There are occasions when our office will be called because a school has a security person out or a number of staff out for that day. The teams job is to assist the school during their most critical part of their day, i.e. **part of their lunch; dismissal, etc.** Unless there are special circumstances, we only cover the MOST critical situations and times.

Other assignments/information:



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

- Request that you remain in your area.
- Daily Reports: Each team must turn in their daily reports at the end of the day.
- Deliveries: All deliveries must be done that day. Then call R/T Leader when you complete them.
- When a Response Team assists the Police Dept. with the Government Square sweep our job is to help with identification of our students.
- Truancy Sweeps are coordinated by the SRO Sergeant Cincinnati Police Department. A team will assist with identification of our students and phone calls during these sweeps. One team member also keeps a detailed log for the Security Office.
- Security uniforms including a tie are required for Board Meetings and graduations.
- Security uniforms must be worn for all extra-curricular work assignments.
- Uniforms: white shirts, gray pants (only) clean and pressed, shoes – boots – gyms shoes (solid black only), wear your tie at all times.
- Each team will be responsible for the AED(S) in their schools (check expiration dates on pads and batteries) will be given list by R/T Leader.
- Each team will be responsible for taking inventory on the metal detector wands that are issued to the School Security Assistants in their schools.
- Each team will be responsible for setting up bullying talks at their schools. (Note make out Bullying Presentation Report with grade and room numbers) give to R/T Leader
- Call 363-0100 to report sick leave, please call as soon as you know you will be absent from work. Leave a message if no one answers. Then call R/T Leader cell phone (513) 207-5401, leave a message if no answer.
- Do not linger at either the Ed Center or A2E unless conducting official business.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Security Response Team Equipment Procedures

Keys & ID Cards

- At no time are you to give anyone your keys or ID card to use.

Vehicle

- Fuel: fill up at the ½ way mark
- Oil change: don't go pass the miles of the oil change, the miles is on your team daily report.
- Car Wash: each team is responsible for keeping your car clean inside and out this should be done twice monthly you can always use Iowa Street car wash.
- If you have an accidents notify the police and the R/T Leader.
- At no time are we to transport students or parents.
- You can transport staff only to 20/20 or court. Call R/T Leader before transporting.

Parking

- When at the Ed Center Park your vehicle in the lower parking lot
- Don't park the board car or your personal car in the fire lane or reserved spot at any time at the Education Center.

Radios

- Channel 16 is the repeater channel you should always be on this channel.
- When in a school use their channel (put your radio on scan) channel 16 will override the school channel.
- When you are dispatched to a school for an emergency and we don't have their channel on our radios we will ask them to use channel 16 during the emergency only.
- Put your radio in your charger nightly.

Cell Phones

- Have your cell phone at work daily and charged up.
- Don't use your cell phone when we are conducting a bullying talk or M/D search, you can check your voice mail later.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Camera

- Have your camera in your car daily.
- Don't leave cameras in your cars overnight.
- Charge your cameras weekly.

Flash Lights

- Have your flash light with you at all times.
- Charge your flash lights weekly.
- As per the sign in/out sheet, all equipment received must be accounted for and taken care of. If anyone damages or loses the equipment they must notify the Team Leader immediately.

The Supervisor of Security or Response Team Leader will meet with the team monthly to discuss:

- Activities going on throughout the district.
- Go over any concerns at/in/around the schools.
- All persons on the team may voice their concerns.
- Personal concerns or complaints will be addressed in writing and in private.



CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES

COMPUTER IN PUT INFORMATION

DAILY LOGS = daily report MM/DD/YY

RANDOM / REASONABLE SEARCH = random report MM/DD/YY

INCIDENT REPORT = inc report MM/DD/YY

BULLYING PRESENTATION = bullying talk report MM/DD/YY

DOG SEARCH LOG = dog search report MM/DD/YY

INVESTIGATION THREATS / WEAPONS = threats reports MM/DD/YY

GANG MEMBERSHIP / ACTIVITY = gang report MM/DD/YY

OFFENSE REPORT FOLLOW-UP = follow-up report MM/DD/YY

ALARM DROP REPORT = alarm report MM/DD/YY

Note if you have the same type of report on the same date. Start with the letter (A) after you put in the date on the second report.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

DAILY RESPONSE TEAM

MILEAGE OUT:

Car #

DATE:

MILEAGE IN:

TEAM MEMBER #

TEAM MEMBER #

OIL Change Due

| | | | | |
|------------------------------------|--|--|--|--|
| SCHOOLS ATTENDED / TIME | | | | |
| ASSIGNMENT / TIME | | | | |
| REQUEST / TIME | | | | |
| DISPATCH / TIME (W- REPORT) | | | | |
| METAL DETECTION SEARCH (W- REPORT) | | | | |
| PERSONAL SEARCH (W- REPORT) | | | | |
| MEETINGS / TIME | | | | |
| COURT APPEARANCE / TIME | | | | |
| CURFEW ROUND-UP / TIME (W-#) | | | | |
| SUBPOENAS SERVED | | | | |
| ARREST / CITATIONS | | | | |
| OFFICE / FRONT DESK (W-TIME) | | | | |

| | | | | |
|--|---------------------|--|--|--|
| ATTENDANCE: Place an "X" in the box to indicate (PS) Personal Sick, (PL) Personal Leave (FS) Family Sick (AL) Annual Leave, or (CT) Comp - Time off. | PS = PERSONAL SICK | | | |
| | PL = PERSONAL LEAVE | | | |
| | FS = FAMILY SICK | | | |
| | AL = ANNUAL LEAVE | | | |
| | CT = COMP-TIME | | | |

| | | | |
|----------------------|---------|--|--|
| CONFISCATION: | DRUGS | | |
| | WEAPONS | | |

| | | | |
|-------------------|------------|--|--|
| INCIDENTS: | FIGHTS | | |
| | THREATS | | |
| | DISORDERLY | | |
| | OTHER | | |

COMMENTS:

RESPONSE TEAM

Signature: _____

Signature: _____



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

RESPONSE TEAM INCIDENT REPORT

Date: _____ **School:** _____

Signature: _____



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

BULLYING PRESENTATION

Date & Time _____ **School** _____

Grade: _____

Grade: _____

Grade: _____

Grade: _____

Grade: _____

Grade: _____

Response Team Signature: _____



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

DOG SEARCH LOG

Date:

School:

Principal:

Floor / Locker #s:

Floor / Locker #s:

Floor / Locker #s:

Floor / Locker #s:

Contraband / Disposition:

Response Team Signature: _____



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

**INVESTIGATION OF THREATS OR DANGEROUS WEAPONS
ON SCHOOL GROUNDS**

Bomb Threat _____ **Weapons** _____ **Staff Threats** _____ **Other** _____

Date _____ **Time** _____ **School** _____

How was the information received: Note, Phone, In Person _____

Bomb Threat – Exact words of caller: When will it explode, where is it, what kind is it, what does it look like, what is the person’s name. Caller’s voice: male/female, young/old. Any background noises, other information.

Weapon Threat – Rumor _____ What kind of weapon – Threat against whom – Where is the weapon.

How was the information received: Note, Phone, In Person _____

Staff Threat – Witnesses – Statements – Principal’s Report – Prosecution – Complaints signed

Investigation/Disposition

SRO notified by: _____ **Police notified by:** _____

Security notified by: _____ **Response team notified by:** _____



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

POSSIBLE GANG MEMBERSHIP OR GANG ACTIVITY

Activity _____
Graffiti _____

Date _____ School _____ R.T.M. _____
Name _____ SSN # _____
Address _____ Phone _____
Sex _____ Race _____ Age _____ DOB _____
Aliases or Nick Names _____
Any Marks, Scars, or Tattoos _____
School / Grade _____
Employed _____
Vehicle: Make _____ Model _____ Year _____ Color _____ Lic # _____

Identify Gang – Colors and Type of Dress

Other Gang Members

Source of Information (Optional)

Other Details

Parent Notified / Whom _____ Discipline Yes No (circle)
SRO/Police Notified / Whom _____ Arrest Yes No (circle)

Fax to the Security Office at 363-0105



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

OFFENSE REPORT FOLLOW-UP

Complaint _____ **School** _____

Assigned to _____

Date _____ **Due Date** 2 weeks from today

- _____ Student I D #
- _____ Contact complainant – Any new information?
- _____ Contact principal, advise of this report and students involved
- _____ Witnesses to offense
- _____ Will complainant prosecute? Warrant or complaint signed? Who?
- _____ Any property recovered? Where is it?
- _____ Contact District Police
 - A. Are they investigating – who is doing the investigation
 - B. What is their disposition?
 - C. Contact Principal/Assistant Principal for Student information

Date of investigation _____

Response Team Member: _____
(Signature)



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

ALARM DROP

Date: _____ **School:** _____

ALARM DROP:

Response Team Member: _____
Signature

Procedure for Lock Down Drill

3 LOCK DOWN DRILLS PER SCHOOL YEAR

1. SRO – School Resource Officer **MUST BE PRESENT for drill to count.**
2. School office staff must call the Security Office at 363-0100 prior to the **DRILL** to inform district
3. School staff must push the **LOCK DOWN BUTTON ONE TIME** (there will be a **30 second tone**).
4. School staff will make an announcement over the PA system to notify the school of the **DRILL.**
5. School staff should check all outer doors to make sure they are locked and classrooms are secured.
6. Students should be immediately cleared from the hallway just outside the classrooms, classroom doors closed and locked.
7. No doors are to be opened until all clear by the **POLICE.**
8. Close blinds, turn off lights remain quiet and spread out in classroom.
9. Upon completing the Drill call the Security Office at 363-0100 to notify the drill is over
10. School staff must push the **LOCK DOWN BUTTON ONE TIME** to reset the doors.
11. Principal to confer with SRO as to documentation by the SRO (Pass or Fail).

Procedure for Lock Down

1. School administrator may call for a **LOCK DOWN** or the school office may receive a call from the SRO – (School Resource Officer) or CPS Security Staff for a **LOCK DOWN**
2. School office staff must call the Security Office at 363-0100 prior to notify of the **LOCK DOWN**
3. School staff must push the **LOCK DOWN BUTTON ONE TIME** (there will be a **30 second tone**).
4. School staff will make an announcement over the PA system to notify the school of the **LOCK DOWN**.
5. Students should be immediately cleared from the hallway just outside the classrooms, classroom doors locked.
6. No doors are to be opened until all clear by the **POLICE**.
7. Close blinds, turn off lights remain quiet and spread out in classroom.
8. If staff member/teacher deems it is safe to evacuate building (knowing the location of the intruder(s), leave in swift and orderly fashion to designated evacuation site. (REMEMBER: Evacuation is an option and NOT mandatory.) (ALICE)
9. Should intruder attempt to break into the classroom, be prepared to distract them by throwing objects and screaming as you attempt to get out of the room. Get out of building to an evacuation site.
10. When School staff receives call that the **LOCK DOWN is LIFTED** call the Security Office 363-0100 to notify all is lifted.
11. School staff must push the **LOCK DOWN BUTTON ONE TIME** to reset the doors.

Procedure for a Lock Out

1. School staff receives a call from the SRO – (School Resource Officer) or CPS Security Staff for a **LOCK OUT. (Usually a neighborhood incident)**
2. School office staff must call the Security Office at 363-0100 prior to notify of the **LOCK OUT**
3. School staff must push the **LOCK DOWN BUTTON ONE TIME** (there will be a **30 second tone**).
4. School staff will make an announcement over the PA system to notify the school of the **LOCK OUT**.
5. The school will continue business as usual with the exception of playground or recess activity outside and no visitors.
6. Teacher will maintain classroom instructional activities. **NO ONE** can leave the building, only CPS Staff allowed in the building with ID.
7. Depending upon the length of the threat in the area, school dismissal will be delayed until notified by the police.
8. When School staff receives call that the **LOCK OUT is LIFTED** call the Security Office 363-0100 to notify all is lifted.
9. School staff must push the **LOCK DOWN BUTTON ONE TIME** to reset the doors.



CPS School Safety Drill Documentation

School _____

School Address _____

Date _____
(Must Be Completed Prior October 15th)

Time _____

Type Of Drill LOCK DOWN

Number of Students _____

Person Responsible _____ Title _____
(School Incident Commander) (Principal, Asst Principal, etc.)

Law Enforcement Notification _____ Date _____
(Name and Department) (Date of Notification)

The **School Safety Drill Documentation** shall be completed and submitted to the **Supervisor of Security Services**. A copy shall also be kept in the Schools Fire Safety binder. **The drill must be completed prior to October 15th and the Documentaton form must be submitted to the Supervisor of Security Services prior to October 20th. The CPS drill records are then sent to the Ohio Attorney General.**

Drill to be conducted following the procedures in the Emergency Procedure Flip Chart

CINCINNATI PUBLIC SCHOOLS
OFFICE OF SECURITY SERVICES

2651 Burnet Avenue
Cincinnati, OH 45219
Phone 363-0100 Fax: 363-0105

REPORTS OF THEFT/VANDALISM/BURGLARY/ARSON

Name: _____ Phone #: _____

Address: _____

School: _____ Date: _____

Type of Incident: _____ Date: _____ Time: _____ Phone #: _____

Reported to Police by: _____ Date: _____ Time: _____

Reporting Officer & District: _____ Date: _____ Time: _____

Phone #: _____ Police Offense Report #: _____

Description of Incident: _____

Photos Taken: _____ Disposition of: _____

Persons Arrested: _____ Address and Phone #: _____

Age: _____ Sex: _____ Race: _____ Charge: _____

List all Stolen Property: _____

Administrator's Signature: _____ Date: _____

FAX TO SECURITY OFFICE 363-0105



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

Security Badges & Background Checks District Form 8475-1F1

All employees, consultants, contractors, student teachers, volunteers and visitors at Cincinnati Public Schools (CPS) are required to display CPS issued identification. **Sporadic or one-time visitors** receive temporary security badges generated from the Lobby-Guard machine. Employees, consultants, contractors, student teachers, volunteers or other individuals in school buildings on a regular basis need CPS security badge is issued by the Office of Safety and Security Services at the Education Center. Criminal records background checks are **required** for the issuance of all security badges. Levels of background checks vary based on contact with students. See requirements below.

| Background Checks | | | |
|--|---|---|---|
| Category | Local Check (Obtain this background check from county where you had the most recent 5 years of continuous residence.) | State Check - BCII (The standard BCII background check is a fingerprint check required for any unsupervised contact with a child* .) | Federal Check - FBI (The standard FBI background check is a fingerprint check required for any unsupervised contact with a child* .) |
| Employee | | X | X |
| Student Teachers / Co-op Students | | X | X |
| Police In CPS' employment | | X | X |
| Interns: Consulting / Unpaid* | X | | |
| Chaperones* / Volunteer* | X | | |
| Chaperones (overnight/international trips) | | X | X |
| Coaches / Volunteer Coaches | | X | X |
| Consultants* / Contractors* / Vendors* | X | | |

***An individual in these categories who has any unsupervised contact with a student that is not accompanied with a CPS employee, must have the State (BCII) and Federal (FBI) checks completed if left one-on-one with a student(s).**

Changes: Make an appointment for background check and badges at the CPS Education Center at:

<https://www.cps-k12.org/families-students/student-safety/employee-badges> Hover over the work Badges or Fingerprints to see available appointment times, then click to reserve the selected time slot.

How to Obtain a Background Check: (locations listed below)

- Cincinnati Public Schools, Education Center, 2651 Burnet Ave, 45219. **Hours:** Monday-Friday 8 a.m. - Noon. & 1:45 p.m. - 2:45 p.m. **Issue BCII and FBI only** • 48 hour for results • **Exact cash \$50.00 for BCII and FBI** • Prices are subject to change
- Hamilton County Justice Center, 1000 Sycamore Street, 45202 downtown. **Hours:** Monday-Friday 7:00 a.m. - 3:00 p.m.
 - Issue Local for Hamilton County residents** • **\$5.00 cash only for Local**. Prices are subject to change.
 - Bring an official form of identification such as State ID or driver's license.
 - The local background check is from the County you reside in.
 - Please note that a background check obtained online is not acceptable.**
 - Bring the results of your local background check or BCII and FBI background check to the Security Office at the Education Center (above address). When applying for a BCII and FBI background check, request the results to be sent directly to the attention of the CPS Security Office.

How to Obtain a Security Badge:

- A **Security Badge Authorization Form** for all consultants, contractors, student teachers or volunteers must be signed by the Administrator.
- The Security Office is located on the second floor at the Education Center through the Employee Care Center. Enter the middle doors and check in at the front desk. The Security Office **Hours:** Monday-Thursday 8 a.m. - Noon. & 1:00 p.m. – 3:00 p.m.
- BADGES ARE ISSUED UPON RECEIPT OF ALL RESULTS.**
Lost badge fee is \$10.00.

*****All persons who have unsupervised contact in person or virtual with students must also supply a BCII and FBI background check. (Unsupervised contact means not accompanied with a CPS Employee)**



CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

Security Badge Authorization Form District Form-8475-1F2

Consultant / Contractor / Student Teacher / Volunteer

School/Building: _____

Consultant Name: _____ Company: _____

Contractor Name: _____ Company: _____

Student Teacher Name: _____ College: _____

Volunteer Name: _____

1. This person will have unsupervised contact*** with students? YES [] NO []
(Unsupervised contact in person or virtual means not accompanied with a CPS Employee)

2. Should this person have access to your building's doors? YES [] NO []

Administrator Name: _____ Title: _____
(please print)

Administrator Signature: _____ Date: _____

Changes: Make an appointment for background check and badges at the CPS Education Center at:
https://www.cps-k12.org/families-students/student-safety/employee-badges Hover over the work Badges or Fingerprints to see available appointment times,
then click to reserve the selected time slot.

This form must be completed and signed by the administrator of the building then faxed to The Security Office prior to the issuance of any CPS Badge.

How to Obtain a Background Check: (locations listed below)

- 1. Cincinnati Public Schools, Education Center, 2651 Burnet Ave, 45219. Hours: Monday-Friday 8 a.m. - Noon. & 1:45 p.m. - 2:45 p.m.
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• Bring an official form of identification such as State ID or driver's license.
• The local background check is from the County you reside in.
• Please note that a background check obtained online is not acceptable.
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Lost badge fee is \$10.00.

***All persons who have unsupervised contact in person or virtual with students must also supply a BCII and FBI background check. (Unsupervised contact means not accompanied with a CPS Employee)



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Random Search Procedure

At the beginning of each School Year the Response Team sets up the random search schedule with the School Principal or Assistant Principal (Note on the daily activity sheet if a search is cancelled and the reason for the cancellation).

- No search is to be cancelled by any Response Team Member without checking with the Response Team Leader first.

All school searches scheduled or cancelled by teams must be listed each day on the calendar outside Ralph's office. Each team will be responsible for listing their information. This will help with clarification when we get calls in the Security Office.

Search dates and other search information are privileged information. During arrival and set up maintain a low profile, this allows us to maintain the element of surprise.

- Only two future searches are scheduled per school at a time.
- The Principal or Assistant Principal must be at every search.
- The principal or Assistant Principal determines the type of search.
- Classroom (no more than four classrooms per search).
- All arrivals
- Late arrivals

The Response Team assigned to the school sets up the search and takes the lead during the search.

- The SRO must be made aware of the search schedule.
- The Response Team Leader will schedule the additional teams necessary to assist at a search.
- The Security Assistants in the Schools are to assist with searches. The number of Security Assistants involved is determined by availability and need.
- All items confiscated are to be photographed.
- Guns, bullets, and drugs are turned over to the police, no exceptions.
- All other items are to be turned over to the Principal or Assistant Principal.
- Owners of bandanas and scarves are questioned as to possible gang involvement; their names are filed on the search report with a description of the item.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Search Directions

Good Morning / Good Afternoon

We don't want you to do anything now, just sit still and put your hands flat on your desk or table in front of you.

We will come to your desk or table, ask you to stand and remove all metal objects from your pockets, purse, and book bag.

We will then scan you with the metal detector.

If the metal detector activates (demonstrate) we will ask you to make sure that your pockets have been emptied. If the detector activates again we may have to pat you down to find the cause of the activation.

We will take anything that is illegal.

The school wants us to remove all items that set off the metal detector. These items will be given to your School Administrator or the Cincinnati Police.

Ladies will scan ladies and men will scan men.

This will only take a few minutes with your cooperation.

There is zero tolerance when it comes to bullying or intimidating. If you are being bullied or harassed please notify a teacher, Assistant Principal, Principal, Security Assistant or other staff member or your parent/guardian.

Any questions?

Whatever school is involved in the search, the Response Team responsible for that school will give these instructions.

Advise the School Principal that random searches will not be conducted by the Response Team unless a School Administrator is present in the room and stays during the entire search.

In the case there is any contraband discovered the Response Team will be responsible for all the necessary information: name, age address, gender, ethnicity, and grade. Describe the property and who it was released to. If guns or drugs are involved the SRO (School Resource Officer) or Cincinnati District Police must be called to the scene and the property given directly to them.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Random Search

When and When Not to Pat Down in a Random Search

1. When we enter a classroom after we are introduced by the School Administrator, we will announce to the class that when we come to you, remove all metal objects from your person, bookbag, purse, jacket or any other article you have with you and place them on table, desk, etc.
2. As you reach each student ask, do you have any metal articles not on the table, desk, etc? Scan the student, if the detector activates, question the student, have you removed all metal objects? If the student says, yes, pat the area where the detector activated. If you feel something and it feels like a knife, gun or other type of weapon, remove the student and with another Security Assistant or Administrator take the student to a private location, making sure he can not get at whatever the student has and remove this item yourself.

It is possible the student left a coin, pen or other small metal object in his pocket, if this is the case, let him remove this article.

3. Above all, caution should be used at all times. Patting down is a judgment call. If you feel it is necessary and there is a possibility someone has a weapon, for everyone's safety do it. Note: Pat down will only occur when the detector activates or if reasonable suspicion points at the individual student.
4. In other types of random searches where we do not have a group of students, as you approach each student, ask them to remove all metal objects from their pockets, purse, etc., then scan and follow #2 and #3. Even during a random search, when reasonable suspicion becomes evident, a Security Assistant might pat down areas of the body without the metal detector being activated. Examples of activities or reasonable observations which may lead to reasonable suspicion include:
 - a. Unusual bulges in pockets, socks, sleeves, etc.
 - b. Extreme changes in physiology (such as sudden anxiety, onset of perspiration, twitching)
 - c. Attempts to surreptitiously discard or hid something
 - d. Attempts to leave or flee the search area
5. If a student refuses a random search, take the student to the administrator who is present and report this. Again using caution, the student may have something they do not want us to find or they might try to ditch some contraband.



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

6. In every case where the Response Team is requested to conduct a Random Search, the Search Log will be reviewed to see that appropriate entry is made and a copy of the Log will be made. The copy of the Log will be kept in the Security Office.

Remember we are dealing with young people. To some, this can be a traumatic experience. Not all of our students are trying to hide things and most are good citizens.



CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES

Guidelines on Physical Contact with Students Security Assistants and Response Team

This document provides guidelines for security assistants about permissible physical contact with students. Ohio law governs permissible physical contact between school district employees and students.

You must AT ALL TIMES:

- **act within the scope of your employment**
- **use *reasonable* and *necessary* force and restraint in the following situations ONLY:**
 - to quell a disturbance threatening physical injury to others;
 - to obtain possession of weapons or other dangerous objects upon the person or within control of the pupil;
 - to defend one's self (i.e. self-defense); or
 - to protect persons or property.
 - *reasonable* and *necessary* force means that you should only use a level of force that an average person would find to be an acceptable amount of force given the circumstances.
- **always use the lowest level of force necessary to restore order.**
 - verbal correction is the lowest level of force.

You may NEVER:

- **use physical force against a student when the student is only engaged in a routine disciplinary problem (for example, the use of foul language that does not threaten another). Unless student misconduct falls into one of the four categories listed in bold above, you may not use physical force against the student.**
- **Strike a student in anger.**
- **Touch a student in a sexually suggestive manner.**
- **Use more force than is *reasonable* and *necessary* in the situation, when authorized to use force.**
 - Please note if a school employee is authorized to use force, but uses more force than is reasonably necessary (so as to cause harm or embarrassment to the student), the employee may have exceeded their authority and may be liable for civil or criminal penalties.
- **Interpret the state statutes and/or the CPS policies that authorize the use of force for a “malicious purpose”, in a “wanton or reckless” manner, or in a “bad faith” effort to use force where the individual does not believe that force is reasonably necessary.**



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

Basic Guidelines

1. Know the CPS Policy on Removal, Suspension, Expulsion, and Permanent Exclusion of Students (see attached).
2. Know the CPS Code of Conduct for K - 12 students
(found at: <http://www.cps-k12.org/general/discipline/Codes/CodeConduct.htm>).
 - a. Category I misconduct is corrected verbally.
 - b. Category II and III misconduct will warrant a more immediate use of force or coercion.
 - c. In all instances, the lowest level of force *reasonable* and *necessary* must be used first.
3. When taking action to remove a student, remember that your actions should be tailored based upon the threat that the student is presenting. Use only the minimum amount of that is *reasonable* and *necessary* to stop disturbances.



Safety & Security Services

Cincinnati Public Schools - 2651 Burnet Avenue - Cincinnati, OH 45219
Phone: (513) 363-0100 - Fax: (513) 363-0105

Dear Parent / Guardian:

The Cincinnati Public Schools District is committed to providing a quality education for students in an environment that is conducive to learning and protects the Health and Safety of the entire School Community. Since 1994, when the Cincinnati Board of Education approved a policy on the use of security devices including metal detectors, the district has found that searches have drastically reduced the number of incidences of weapons in our schools.

To protect your child's rights, searches may only be conducted under two conditions:

1. **Random or Systematic Searches.** These searches are conducted in a random and systematic manner, without specific suspicion, to keep students from bringing contraband or weapons to school. The method of the search is predetermined and random in nature, prohibiting race and gender bias. Once the random method is selected and the search is begun, it is not changed unless reasonable suspicion occurs. If reasonable suspicion is aroused, then the action listed below under "Reasonable Suspicion" will be taken. Some examples of random search methods include: locker searches, students caught in a hall sweep, selected classrooms, and vehicles in the school parking lot.
2. **Reasonable Suspicion.** This type of search is conducted when there is reasonable evidence pointing to a specific individual(s) who may be in violation of criminal statutes or school rules. The following types of searches are examples of Reasonable Suspicion Searches: lockers, personal, limited clothing, pat down, request to empty pockets, purse, backpacks, boxes, etc., or vehicle.

School Administrators and Security Personnel are fully trained in the proper use of metal detection equipment. All searches are conducted within the guidelines of the law and the Board of Education's [5771 Policy Search And Seizure](#).

If students fail to cooperate with a search, they will be subject to the appropriate disciplinary action.

Your understanding and support of searches in our schools to enhance a safe environment is greatly appreciated.

Sincerely,

Principal



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

To protect the health and safety of the School Community, School Administrators may conduct random and unannounced searches of lockers, desks, and other containers or enclosures which are the property of the Cincinnati Public Schools District.

The Board of Education has authorized the use of metal detection equipment to search for contraband. Students may be required to submit to random or systematic metal detector searches and personal searches with reasonable suspicion.

Any student failing to cooperate with a search will be subject to discipline under the Code of Conduct.

Board Policy 5771 Search and Seizure



District Forms-5771-1F1

Search Log Instructions

Search Number – Each planned metal detection search must be identified by number, start with number 1 and continue in order.

Plan Date – All random and systematic metal detection searches must be documented as planned in advance, unless a life threatening situation exists. Give date that plan was approved by month, day and year.

Time – Indicate time plan was formed.

Type of Search – Searches fall into three (3) categories; random, systematic and personal. Write in type of search, i.e., hall sweep, end of second period; systematic, search all students, room 104, third period; personal, give details leading to search.

Approved By – This space should be signed by the principal of the school or a designee.

Search Date – Date search was conducted by month, day and year.

Time of Search – Indicate time of day that search was initiated.

Searcher – Name of person or persons conducting search.

Student Name and ID Number – Give first and last name. Verify student ID number before entering in this space.

Contraband – Describe articles found in search as clearly as possible, i.e., gun, serial number, make of knife, 5 inch, red handle.

Disposition – Give brief details of search conclusion, i.e., police called, took contraband, arrest made.

In the event a search plan that had been presented and approval is later canceled, write canceled in disposition column and indicate date and time of cancellation.

Filing Instructions:

1. Original will be kept on file at the school.
2. Copy of Search Log Form (s) sent to Office of Security Services at the end of each school quarter.



CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES
SEARCH LOG

PRINCIPAL: _____

SCHOOL: _____

| Search No. | Type of Search | Approved By | Search Date | Search Time | Searcher | Student Name & ID No. | Contraband | Disposition |
|------------|----------------|-------------|-------------|-------------|----------|-----------------------|------------|-------------|
| | | | | | | | | |
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**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

**RANDOM SEARCH OR REASONABLE SUSPICION
INCIDENT REPORT**

Date _____

School _____

Random Search

Reasonable Suspicion

Name _____

Address _____

Phone _____

Sex _____ **Race** _____ **DOB** _____ **Grade** _____

Describe Contraband

Released To _____

Student Disposition Suspended Expulsion Arrested Cited

Details:

RTM _____

Supervisor _____

Date Typed _____



MARCS IN-SCHOOL EMERGENCY RADIO

All schools will be equipped with MARCS (Multi-Agency Radio Communication System). This radio provides our schools with instant communication with our first responders (police and fire) and is provided to us by a State grant. The MARCS *enhances* our current emergency preparedness procedures and our 9-1-1 phone buttons located in the main offices. The majority of these radios will be located in the mail room or another office adjacent to the main office. **These radios should only to be used for an active threat (shooter; violent attack) in your building.** Should this type of incident occur, respond to the radio and push the large orange button. When pushed, your school will have instant contact with county-wide emergency dispatchers. The radio will maintain an open line of communication and for the first 10 seconds, they will only be able to hear you. After this time period, you will need to converse with them using the attached microphone (hold down the button on the right to talk and release it to hear). As previously mentioned, the MARCS simply enhances our current 9-1-1 emergency phone buttons.

For additional information or questions contact:

Dan Daum
Investigator & Security Program Coordinator
Office (513) 363-0172
Daumdan@cps-k12.org



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

**USE OF SCHOOL RADIOS
(MOTOROLA CP185)**

USE OF SCHOOL RADIOS (Motorola CP185)

All schools will have assigned to them school radios. The radios that we currently use are the Motorola CP185 series. These radios have the capability of having 16 channels. However, CPS currently only uses two of them (channel 1 and channel 16).

Channel 1 is your primary channel. This channel is used for the normal day-to-day operations in all schools.

Channel 16 is the CPS district-wide channel that can be used for conversing with the Response Team or can be used to communicate with other schools in an emergency. Please, only use Channel 16 for emergencies as we do not want to tie this channel up with routine communications.

Protocol

The school radios are only to be used in an official capacity while performing your school duties. These radios are licensed and governed by the FCC. As such, radio usage and language must be professional at all times. Any unprofessional use such as inappropriate language or profanity will not be tolerated. Such unprofessional usage will result in disciplinary action.



Garrett PD 6500i[®]

Enhanced Pinpoint Walk-Through Metal Detector

Made in the USA 

Multi-brand compatibility

Can be added to existing checkpoints without having to replace other brand units. Includes multiple channels and 2,300 selectable operating frequencies.

Optimum Performance

More than 20 standard program settings scientifically engineered to address the needs of airports, courthouses, prisons, schools, facilities, special events, mass transit, loss prevention, and other applications.



Pacing lights

Universal "wait" and "proceed" symbols at the detector entrance for traffic controls.

Advanced networking (optional)

Manage walkthroughs individually or as groups and perform statistical analysis via network with CMA interface module. Supervisors can remotely access controls, visual alarms and statistics.

Directional counter

Four settings for counting patrons: forward only, reverse only, subtract in reverse, and bidirectional.

PD 6500i[™]

Walk-Through Metal Detector

U.S. / INTERNATIONAL

(shown) Gray  PN 1168414 / 1168424*

★ Advanced broadband technology

Analyzes targets across a broad range of frequencies for greater accuracy. Provides superior ferrous and non-ferrous detection. Improved discrimination means fewer false alarms and higher throughput.

★ More accurate pinpointing

With more than four times the detection coils of competitive models, the PD 6500i provides uniform detection and precise pinpointing. Independent zone indicator lights on both side panels identify not only height but also left, center and right locations for one or more objects passing through the archway.

★ Dual-sided detection

This unique bilateral technology has transmitters and receivers in each side panel to allow scanning from both sides, resulting in uniform detection throughout the archway. It also provides superior noise cancellation resulting in easier setup (i.e. no need to rotate the unit to avoid interference from nearby equipment such as other metal detectors or x-ray machines).

Superior versatility

Menu based settings for feature selection such as alarm indication, count method, and language without the use of a computer. Field programmable to allow system upgrades. Multiple units can be installed as close as 2 inches.

International security standards

PD 6500i meets the world's highest test certifications, including the following international airports:

TSA
(U.S. airports)

ECAC
(European airports)

dgac
STAC
(French airports)

Aena
(Spanish airports)

CIAC
(Japanese airports)

Department for Transport
DfT
(U.K. airports)

OPTIONAL accessory items for the PD 6500i can be seen at www.garrett.com.

* Includes Euro Plug.

Tamper-proof

All settings are secured with a key lock and two levels of access codes. Further security is accomplished with a cabinet lock that prevents unauthorized access to physical cables, connectors and electronics.

Easy assembly

The PD 6500i's modular design allows for a quick and simple assembly of its four (4) sub-assemblies using only eight (8) screws and three (3) internal cable connections.

Digital Signal Processor (DSP) based technology

DSP provides greater sensitivity, noise immunity, discrimination, detection uniformity, and overall product reliability.

Regulatory Information: The PD 6500i meets U.S. and international regulatory requirements for electromagnetic safety. Extensive research has found no information that would indicate Garrett products have adverse effects on pregnancy, medical devices (such as pacemakers) or magnetic recording media. However, directives by physicians and medical device manufacturers regarding metal detectors should be followed.

1554400 REV M, Nov 2016 © 2016 Garrett Electronics, Inc.

Garrett PD 6500i™


Enhanced Pinpoint Walk-Through Metal Detector

Meets the world's highest test certifications

Garrett's PD 6500i is an industry leader with superior pinpoint technology and unmatched discrimination features. This detector has proven its effectiveness at moving high volumes of patrons through such events such as the Olympic Games, World Cup 2010 South Africa, and the Pan-American Games in Mexico.

The PD 6500i has also been trusted to safeguard international airports, hotels, government buildings, and correctional facilities. With its advanced networking and ability to pinpoint targets in 33 detection zones, the PD 6500i is the walk-through of choice for security professionals worldwide.



Beige 
U.S. / INTERNATIONAL
PN 1168411 / 1168421*










| | |
|---------------------------------------|--|
| Standard Programs | Over 20 application programs included |
| Sensitivity | Up to 200 distinct sensitivity levels |
| Zone Indications | 33 independent zones |
| Overhead Control Unit | All electronics—LCD, alarm light, LED bar graph, control touch pads—integrated to eliminate wire exposure. |
| Tamper-Proof Settings | Three access levels of security clearance |
| Self Diagnostic Program | Complete and automatic |
| Zone Sensitivity Boost | Adjustable in six areas |
| Battery Pack (optional) | 10-hour or 30-hour backup available |
| Warranty | 24 months, Limited Parts/Labor |
| Passageway Interior Size | Width 30" (0.76 m) Height 80" (2.03 m) Depth 23" (0.58 m) |
| Overall Exterior Size | Width 35" (0.90 m) Height 87" (2.21 m) Depth 23" (0.58 m) |
| Shipping Size | Width 35.5" (0.90 m) Height 91.5" (2.32 m) Depth 6.25" (1.6 m) |
| Shipping Weight | 165 lbs. (74 kg) |
| Temperatures | Operating: -4° F (-20° C) to +149° F (65° C) Humidity to 95% non-condensing Storage: -40° F (-40° C) to 158° F (70° C) |
| Power | Fully automatic 100 to 240 VAC, 50 or 60 Hertz, 45 watts; no rewiring, switching or adjustments needed. |
| Regulatory Information | Meets international airport standards such as TSA, ECAC, STAC, AENA, CJAC, DFT. Meets additional standards and requirements such as USMS, NIJ-0601.02, NILECJ. Meets Electrical Safety and Compatibility Requirements for CE, FCC, CSA, IEC, ICNIRP, IEEE. |
| Weatherproofing | Meets IP 55, IP 65, IEC 529 Standard for moisture, foreign matter protection |
| Construction | Attractive scratch and mar-resistant laminate. Detection Heads and Support: heavy duty aluminum. |
| Control Outputs | Solid state switches (low voltage AC or DC) for operating external alarms and control devices. |
| Remote Control (optional) | Desktop Remote Control with Zone Indication and/or via network with CMA Interface Module. |
| Networking (optional) | Manage individual or groups of walkthroughs and perform statistical analysis of throughput. |
| Alarm Indicators/Random Alarm Feature | 33 zones, volume-adjustable audible tone, bright LED visual and remote alarms. Random alarm feature; adjustable from 0 to 50 percent. |

PD 6500i is an "Approved Product for Homeland Security" under the SAFETY Act.



PD 6500i™ Walk-Through Metal Detector

| U.S.A. / International | Description | Color |
|------------------------|---------------------------------|---|
| 1168414 / 1168424* | PD 6500i 30" IP 55 | Gray  |
| 1168411 / 1168421* | PD 6500i 30" IP 55 | Beige  |
| 1168418 / 1168425* | PD 6500i 30" IP 65 | Gray  |
| 1168417 / 1168423* | PD 6500i 30" IP 65 | Beige  |
| 1168416 / 1168426* | PD 6500i EZL ¹ IP 55 | Gray  |
| 1168412 / 1168422* | PD 6500i EZL ¹ IP 55 | Beige  |
| 1168432 / 1168427* | PD 6500i 32.5"*** IP 55/ IP 65 | Gray  |
| 1168433 / 1168429* | PD 6500i 32.5"*** IP 55/ IP 65 | Beige  |

Other options available.

* Supplied with Euro plug.

¹ EZL—Standard 30" clearance with zone lights on both the entry and exit sides, allowing the operator to view the alarmed object from any position.

*** 32" ADA-compliant passageway



1.800.234.6151 (USA and Canada)
1.972.494.6151


1881 W. State Street
Garland, TX 75042

Email: security@garrett.com

Made in the USA 


Garrett *SuperWand*[®]

Hand-Held Metal Detector

Made in the USA 



Pinpointing Tip

Dual alarm mode 

Select clear audible or silent search/vibrate alarm modes. Power switch and LEDs positioned for easy access and high visibility.

360° Detection field

provides uniform sensitivity and tip pinpointing to detect weapons and other metal objects with extreme accuracy.

Self-calibrating

Digital microprocessor technology eliminates the need for periodic sensitivity adjustments.

One-touch button operation

3-way switch (On, Off, Silent)

Elongated 8.75" (22.2 cm) scan surface

for easy scanning from head to foot.

Ergonomically designed grip

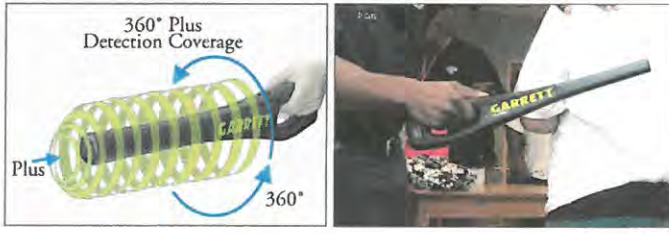
Fits comfortably in virtually any size hand.

Optimum sensitivity

Detects ferrous, non-ferrous and stainless steel weapons, contraband and other metallic objects.

Rugged, high-impact construction

with structurally isolated coil for added impact absorption. Exceeds Mil-Std-810G (drop test) Method 516.6, procedure II.



Look for the mark of Garrett quality



SUPERWAND Accessories (sold separately)

No tools required to change standard 9V battery (included).

Three-color LED indication Green LED = ON
 Amber LED = LOW BATTERY
 Red LED = ALARM

| | |
|------------------------|-----------------------------------|
| Operating Temperatures | -35° F (-37° C) to 158° F (70° C) |
| Width | 3.25" (8.3 cm) |
| Thickness | 1.25" (3.2 cm) |
| Length | 19" (48.3 cm) |
| Total Weight | 18.6 oz (.53 kg) |
| U.S. Patent No. | D459,246 S |
| Battery Requirements | one 9V (included) |
| Warranty | 2 Year, Limited Parts/Labor |



Rechargeable Battery Kit
 110V Part No. 1612000
 220V Part No. 1612100
 Includes two (2) environmentally friendly Cadmium-free Ni-MH batteries and charger.



Belt Holster
 Part No. 1620300
 Made with durable ballistic weave material and can be belt mounted.

Regulatory Information: The *SuperWand*[®] meets U.S. and international regulatory requirements for electromagnetic safety. Extensive research has found no information that would indicate Garrett products have adverse effects on pregnancy, medical devices (such as pacemakers) or magnetic recording media. However, directives by physicians and medical device manufacturers regarding metal detectors should be followed.

1552900 REV G, February 2018 © 2018 Garrett Electronics, Inc.



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**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

SCHOOLS SECURITY CHECKLIST

Lock Down Button

School Name:

- Lock down button tone sound (30 seconds)
- Exterior doors in Locked position
- PA system can make announcements after tone
- Email & text messages delivered
- After lock down building returns to normal status
- Other: _____

Telephone 911 emergency button

- Button located on right-hand bottom of telephone
- Did button autodial 911
- 911 operator verifies location
- Other: _____

Weather alert

- Button location identified
- Weather tone operational
- PA system able to broadcast messages
- Other: _____

MARCS Emergency Radio

- Location identified
- Understands when orange button is pressed
- Other: _____

Lobby Guard

- Allows Visitors to enter information
- Scans Driver's License
- Prints badge
- Badge scanner functions
- Office staff understands what "VOID" means
- Other: _____



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

SCHOOLS SECURITY CHECKLIST

Cincinnati Public Schools Safety and Security Department 513-363-0100. Our school was trained today on the proper operation and functions of the buildings lockdown system. We understand the functions of the button when it is pressed will activate a tone on our intercom system (for approx. 30 seconds) to alert students and staff that a lock down in the building has been initiated and that the system will notify facilities and the buildings SRO. We have also been instructed that we are to schedule 2 tests per year and that we must notify the security office at 513-363-0100 **15 minutes prior** to testing button. Lobby Guard Badge entry system understanding how visitors may use the system to enter and exit the building. 911 button placed on Secretary and Clerks telephone. Understanding that this button will autodial 911 radio, Marcs Radio (EMERGENCY) UNDERSTAND WHEN PRESSING ORANGE BUTTON HAMILTON COUNTY DISPATCH WILL RESPOND.

SIGN OFF:

School: _____ Date: _____

Administrator Signature: _____

Administrator Name: _____

Administrator Signature: _____

Administrator Name: _____

Secretary Signature: _____

Secretary Name: _____

Comments on systems that need to be adjustment are repaired



OFFICE OF SECURITY

Department-related Board Policies and Procedures



PREPARING STUDENTS
FOR LIFE

Department-related Board Policies and Procedures

<https://www.cps-k12.org/about-cps/board-of-education/board-policies>

<https://go.boarddocs.com/oh/cps/Board.nsf/Public?open&id=policies>

Cellular Telephones and Electronic Communication Devices possessed by Students – Policy 5136

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF5Z31299AE>

Truancy - Policy 5201

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF5Z5129E16>

Use of Medications - Policy 5330

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=ALDQQJ6A290E>

Student Hazing - Policy 5516

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF62E12C57F>

Disorder and Demonstration – Policy 5520

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF62H12C7FB>

Removal, Suspension, Expulsion, and Permanent Exclusion of Students - Policy 5610

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF62Q12CD54>

In-School Discipline - Policy 5610.02

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF62R12CDDF>

Suspension of Bus Riding/Transportation Privileges – Policy 5610.04

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF62T12CE9F>

Corporal Punishment – Policy 5630

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF62X12D292>

Search and Seizure - Policy 5771

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF63612D688>

Bullying and Other Forms of Aggressive Behavior - Policy 5571.01

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF62F12C63C>

Weapons - Policy 7217

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF65K13443A>

Plant Security – Policy 7440

<http://go.boarddocs.com/oh/cps/Board.nsf/goto?open&id=AGF65X134BD3>