



# Use of Force Procedure

## **Armed Coordinator of Safety and Security**

(This procedure is personnel-specific based on training and DCJS certifications. The Danville School Board has the final decisions regarding firearms being permitted on school property as it pertains to the code of Virginia).

## **Purpose**

School entities must be prepared to meet any and all threats, both internal and external to students and employees within the District. School entities must respond with a balanced and reasoned “all hazards” approach to any potential threat. Even though the odds of a school attack are relatively low, school entities must program protective measures permanently into their emergency response processes. The purpose of this procedure is to provide the Danville Public Schools Coordinator of Safety and Security with guidelines on the use of deadly force, and the procedures for carrying a firearm in the performance of duties.

Danville Public Schools recognizes and respects the value and integrity of each human life. Investing any personnel with the lawful authority to use force to protect the public welfare requires a careful balancing of all human interests. Therefore, it is the policy of Danville Public Schools that the Coordinator of Safety and Security shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the coordinator and others.

Danville Public Schools acknowledges that recent school incidents involving violence require a proactive approach, therefore it is the intention of Danville Public Schools to provide protection within its buildings by utilizing the skills and qualifications of the Coordinator of Safety and Security.

## **Authority**

This position must act in accordance with Virginia Code 22.1-280.2:1.

## **Employment of school security officers.**

*Local school boards may employ school security officers, as defined in § 9.1-101 for the purposes set forth therein. Such school security officer may carry a firearm in the performance of his duties if*

*(i) within 10 years immediately prior to being hired by the local school board he was an active law-enforcement officer as defined in § 9.1-101 in the Commonwealth; (ii) he retired or resigned from his position as a law-enforcement officer in good standing; (iii) he meets the training and qualifications described in subsection C of § 18.2-308.016; (iv) he has provided proof of completion of a training course that includes training in active shooter emergency response, emergency evacuation procedure, and threat assessment to the Department of Criminal Justice Services pursuant to subdivision 42 of § 9.1-102, provided that if he received such training from a local law-enforcement agency he received the training in the locality in which he is employed; (v) the local school board solicits input from the chief law-enforcement officer of the locality regarding the qualifications of the school security officer and receives verification from such chief law-enforcement officer that the school security officer is not prohibited by state or federal law from possessing, purchasing, or transporting a firearm; and (vi) the local school board grants him the authority to carry a firearm in the performance of his duties.*

### **Operational Guidelines for Use of Force**

1. The Coordinator of Safety and Security is authorized to use only the amount of force that they believe is reasonably necessary to protect themselves and others from bodily harm.
2. The Coordinator of Safety and Security is authorized to use deadly force including the discharge of their firearms in order to protect himself/herself or others from what is reasonably believed to be a threat of death or serious bodily harm ( *Tennessee v. Garner*, 471 U.S. 1 (1985).
3. All force used shall be viewed based on the totality of the circumstances from an objective, reasonable standpoint, or objective reasonableness ( *Graham v. Connor*, 490 U.S. 386 (1989).
4. The authority to carrying a firearm on school property is dictated by the Code of Virginia, with the final authority granted by the School Board.

### **Procedures**

1. Firearms must always be carried in a concealed manner.
2. Firearms must be carried in holster designed to prevent accidental discharges.

3. The Coordinator of Safety and Security must pass annual qualifications with a minimum score of 80 on a scale of 0-100. The record of such score and the serial number of the firearm will be documented and kept on file at the School Board Office.
4. The Coordinator of Safety and Security must provide the firearm carried (the school board will not purchase and supply firearms).
5. The Superintendent will be notified as soon as possible (no later than 24 hours) if a firearm is exhibited for any reason. (In the event of a crisis situation, the notification could be delayed).
6. The Coordinator of Safety and Security will work closely with the Danville Police Department on continuous active shooter training as well as other joint training to ensure each officer is familiar with the identity of the Coordinator. (The present Coordinator has taught or worked with every officer).

### **Prohibited Use of Firearms**

The Coordinator of Safety and Security shall adhere to the following restrictions when his/her weapon is exhibited:

1. Except for maintenance or during training, he/she shall not draw or exhibit their firearms unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
2. Warning shots are prohibited under any circumstances.
3. Firing into a crowd is absolutely prohibited.
4. He/She shall not discharge a firearm from a moving vehicle.
5. When firing a weapon, there must be a clear line of sight to ensure the path is free of innocent bystanders.

### **Coordinator of Safety and Security Related Shootings**

The following procedure shall be followed in the event of a shooting by the Coordinator of Safety and Security except firearms practice and/or qualifications.

1. It shall be the responsibility of the Coordinator of Safety and Security to immediately notify the Superintendent of all instances of any shooting that has occurred on any school property or any property adjacent to school property. Failure to do so shall include discipline up to and including termination.

2. The Superintendent or designee will be responsible for conducting an investigation of the shooting.
3. If the Coordinator of Safety and Security is involved in an incident that results in the shooting of an individual, the Superintendent shall report the incident as soon is reasonably possible to the Danville Police Department.
4. In the event that the use of force results in the death or serious physical injury to any person, the Coordinator of Safety and Security involved in using the force against the affected person shall be placed on administrative leave pending an administrative review of the incident and a review of the incident by the Danville Police Department.

### **Unintentional Discharge of a Firearm**

1. If the Coordinator of Safety and Security unintentionally discharges a weapon in a non-training session, he shall immediately notify the Superintendent and submit a written report of the incident as soon as practical.
2. The Coordinator of Safety and Security's written report shall state all circumstances surrounding the incident. If the facts of the incident support a conclusion that the unintentionally discharged round was a result of negligence, the Coordinator of Safety and Security may be subject to repeat firearms certification training and may also be disciplined, up to and including termination.

### **Reporting Requirements**

1. Whenever a weapon is discharged by the Coordinator of Safety and Security other than for the purpose of practice of firearm qualification, the Coordinator of Safety and Security shall:
  - a. Notify the Superintendent as soon as possible; and
  - b. Submit a written report of the weapon discharge to the Superintendent or designee.
2. If the weapon discharge involves the use of force, then the report shall be completed on Use of Force Report. A preliminary investigation shall be completed by the Superintendent or designee and when completed, accompany the report by the Coordinator of Safety and Security.
3. If the weapon discharge involves the use of force then the Superintendent shall submit the Use of Force Report to the Danville Police Department.

## COORDINATOR OF SAFETY & SECURITY USE OF FORCE FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Incident #: \_\_\_\_\_

Location (Exact): \_\_\_\_\_

Employees Involved:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

Subjects Involved:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Witness:  Yes  No

Were statements taken?  Yes  No

1) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2) Address: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

4) Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Officer Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Officer Signature: \_\_\_\_\_

## COORDINATOR OF SAFETY & SECURITY USE OF FORCE FORM (OFFICER FORM)

Date: \_\_\_\_\_

Employee's Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Type of Assignment:     On-Duty     Off-Duty     Extra-Duty

DOB: \_\_\_\_\_

Use of Alcohol or Drugs:     Yes     No

If yes, what kind and how much?

Officer Injury:     Yes     No

If yes, describe injury:

Type of Force (Check all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Physical Force   | <input type="checkbox"/> Impact Force      | <input type="checkbox"/> Chemical Force |
| <input type="checkbox"/> Electronic Force | <input type="checkbox"/> Firearm Discharge | <input type="checkbox"/> Point Firearm  |

List any Charges brought against Subject(s). (Include name of Subject)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

On a piece of statement or typed paper, write a complete narrative of all events that pertain to the incident. Include how the force was applied, and explain why it was necessary to use the force. Place the statement with this form.

**COORDINATOR OF SAFETY & SECURITY USE OF FORCE FORM  
(SUBJECT FORM)**

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

SSN#: \_\_\_\_\_ DOB: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Was Alcohol or Drugs Involved?       Yes       No

If yes, what kind and how much?

Subject Injury:     Yes     No

If yes, explain when and how injury occurred, and the extent of the injury:

Type of Force Used by Subject (Check all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Physical Force   | <input type="checkbox"/> Impact Force      | <input type="checkbox"/> Chemical Force |
| <input type="checkbox"/> Electronic Force | <input type="checkbox"/> Firearm Discharge | <input type="checkbox"/> Point Firearm  |

If subject is filing a complaint, have them fill out a citizen complaint and inquiry form.