



COMMUNITY RELATIONS

Safety and Security Staff

These procedures have been developed for the resolution of complaints about the district's safety and security staff as defined in [Policy 4410](#). The district's deputy superintendent or designee shall be responsible for monitoring and coordinating the district's compliance with [RCW 28A.320.124](#) and ensuring that all complaints about district security staff communicated to the district are promptly investigated and resolved. No person shall be adversely affected in any way because of the utilization of these procedures.

Campus Security Officers (CSOs)

- A. The principal or designee of the school in which a CSO is assigned shall be responsible for receiving and investigating any complaints about a district CSO.
- B. Any complaint shall:
 - 1. Be written;
 - 2. Be signed by the complainant;
 - 3. Describe the specific acts, conditions, or circumstances at issue;
 - 4. Clearly indicate a desire for the district to investigate the allegations; and
 - 5. Be filed with the principal or designee within thirty (30) days of the circumstances giving rise to the complaint.
- C. Upon receipt of the complaint, the principal or designee will provide the complainant a copy of [Board Policy 4410](#) and this procedure in a language the complainant can understand, which may require language assistance for complainants with limited-English proficiency, in accordance with Title VI. There will be a thorough investigation of the complaint.
- D. Following completion of the investigation, the principal or designee shall provide a full written report of the complaint and the results of the investigation, including an objective evaluation of all evidence, to the complainant and the CSO who is the subject of the complaint, unless the matter is resolved to the satisfaction of the complainant without an investigation or prior to the submission of a written report.
- E. The principal or designee shall respond in writing to the parties in a language the parties can understand, which may require language assistance for a party with limited-English proficiency, in accordance with Title VI.
- F. Retaliation for filing complaints or otherwise participating, or refusing to participate, in the investigation of a complaint is strictly prohibited. No individual may intimidate, threaten, coerce, or discriminate against any other individual for the purpose of interfering with any right or privilege secured under the district's policies and procedures and/or state or federal law, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or process under this procedure.

IN REVISION

4410P

Page 2 of 4

District Security Officers (DSOs)

- A. The director of maintenance and operations or designee shall be responsible for receiving and investigating any complaints about a DSO.
- B. Any complaint shall:
 - 1. Be written;
 - 2. Be signed by the complainant;
 - 3. Describe the specific acts, conditions, or circumstances at issue;
 - 4. Clearly indicate a desire for the district to investigate the allegations; and
 - 5. Be filed with the principal or designee within thirty (30) days of the circumstances giving rise to the complaint.
- C. Upon receipt of the complaint, the principal or designee will provide the complainant a copy of [Board Policy 4410](#) and this procedure in a language the complainant can understand, which may require language assistance for complainants with limited-English proficiency, in accordance with Title VI. There will be a thorough investigation of the complaint.
- D. Following completion of the investigation, the director of maintenance and operations or designee shall provide a full written report of the complaint and the results of the investigation, including an objective evaluation of all evidence, to the complainant and the DSO who is the subject of the complaint, unless the matter is resolved to the satisfaction of the complainant without an investigation or prior to the submission of a written report.
- E. The director of maintenance and operations or designee shall respond in writing to the parties in a language the parties can understand, which may require language assistance for a party with limited-English proficiency, in accordance with Title VI.
- F. Retaliation for filing complaints or otherwise participating, or refusing to participate, in the investigation of a complaint is strictly prohibited. No individual may intimidate, threaten, coerce, or discriminate against any other individual for the purpose of interfering with any right or privilege secured under the district's policies and procedures and/or state or federal law, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or process under this procedure.

School Resource Officers (SROs)

- A. The district's deputy superintendent or designee shall be responsible for receiving and investigating any complaints about a district SRO.

The Deputy Superintendent is:

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School or district administrators who receive a complaint about an SRO shall promptly notify the deputy superintendent or designee and provide a copy of this procedure to the complainant.

- B. Upon receiving a complaint, the deputy superintendent or designee shall promptly notify the SRO program supervisor at the law enforcement agency employing the SRO who is the subject of the complaint, along with a copy of the complaint.
- C. Any complaint shall:
 - 1. Be written;
 - 2. Be signed by the complainant;
 - 3. Describe the specific acts, conditions, or circumstances at issue;
 - 4. Clearly indicate a desire for the district to investigate the allegations; and
 - 5. Be filed with the deputy superintendent or designee within thirty (30) days of the circumstances giving rise to the complaint.
- D. Upon receipt of the complaint, the district's deputy superintendent or designee will provide the complainant a copy of [Board Policy 4410](#) and this procedure in a language the complainant can understand, which may require language assistance for complainants with limited-English proficiency, in accordance with Title VI. There will be a thorough investigation of the complaint with cooperation between the district and the applicable law enforcement agency.
- E. Following completion of the investigation, the deputy superintendent or designee shall provide a full written report of the complaint and the results of the investigation, including an objective evaluation of all evidence, to the complainant, the SRO who is the subject of the complaint, and their representatives, if any, unless the matter is resolved to the satisfaction of the complainant without an investigation or prior to the submission of a written report.
- F. The deputy superintendent or designee shall respond in writing to the parties in a language the parties can understand, which may require language assistance for a party with limited-English proficiency, in accordance with Title VI.
- G. Retaliation for filing complaints or otherwise participating, or refusing to participate, in the investigation of a complaint is strictly prohibited. No individual may intimidate, threaten, coerce, or discriminate against any other individual for the purpose of interfering with any right or privilege secured under the district's policies and procedures and/or state or federal law, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or process under this Procedure.

Annual Data Collection and Reporting

The district must annually collect the following information on safety and security staff:

- A. The total number of safety and security staff working in the district and in each school building, and number of days per week that each staff works;**

IN REVISION

4410P

Page 4 of 4

- B. The name of any law enforcement agency or private organization with which the district has an agreement for safety and security services;**
- C. A description of each incident where safety and security staff were involved that resulted in student discipline, use of force against a student, or a student arrest. For each student involved in the incident, the description must include:**
 - 1. The student's race, ethnicity, and other demographics; and**
 - 2. Whether the student has an individualized education program or plan developed under section 504 of the rehabilitation act of 1973.**
- D. The number of complaints related to job duties and student interactions filed against safety and security staff; and**
- E. Other school safety and security information required by the office of the superintendent of public instruction (OSPI).**

The district must annually submit any agreements with a law enforcement agency, as well as the information collected above to OSPI. The district will provide this information in the time and in the manner required by OSPI. OSPI will make the submitted agreements and information publicly available. To the extent possible, information collected under C. above must be disaggregated as provided in [RCW 28A.300.042](#).

Cross reference: [Board Policy 4410](#)

Safety and Security Staff

Adopted: October 2020
Revised: August 2021
PROPOSED: November 2022