



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 2, 2018 (Updated January 3)

To: Chief School Administrators, Charter School and Renaissance School Project Leads

From: Ben Castillo, Director
Office of School Preparedness and Emergency Planning

Deadline: January 17, 2018

Designation of School Safety Specialist

This memo is a reminder that a 2017 state law (P.L. 2017 c. 162) requires the superintendent in each school district and the lead administrator of charter schools and renaissance school projects to designate an administrator as the School Safety Specialist for the district. District superintendents and lead administrators should identify the administrator (one who holds an administrative certificate, per *N.J.A.C. 6A:9-2.1*) as the School Safety Specialist by **January 17, 2018**.

Responsibilities of the School Safety Specialist include supervising and providing oversight for all school safety and security personnel; ensuring safety and security policies and procedures are in compliance with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school safety and security. The School Safety Specialist will also serve as the district's liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.

Update: The new requirement does not apply to Approved Private Schools for Students with Disabilities.

School Safety Specialist Academy

A memo sent to school officials on October 24, 2017, provided information about the creation of the NJDOE's School Safety Specialist Academy, which is designed to help school districts comply with the law. School districts were invited to complete a survey to indicate their training preferences for the School Safety Specialist certification program, and that feedback is being used in the creation of the academy.

The New Jersey Department of Education (NJDOE) expects to schedule School Safety Specialist Academy training near the end of the 2017-18 school year. This will be a certificated course, and all phases must be completed for a certificate to be issued. Therefore, arrangements will need to be made for any missed sessions.

School officials can expect a follow-up Broadcast memo in the spring that will provide detailed information on prerequisites, training schedules and training locations.

Contact the NJDOE's Office of School Preparedness and Emergency Planning at school.security@doe.state.nj.us or (609) 588-2323 for any questions.

- c: Members, State Board of Education
- Kimberley Harrington, Commissioner
- NJDOE Staff
- Statewide Parent Advocacy Network
- Garden State Coalition of Schools
- NJ LEE Group



State of New Jersey

DEPARTMENT OF EDUCATION

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KIMBERLEY HARRINGTON
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October 24, 2017

TO: Chief School Administrators
Charter School and Renaissance School Project Leads
Administrators of Approved Private Schools for Students with Disabilities

FROM: Ben Castillo, Director
Office of School Preparedness and Emergency Planning

SUBJECT: School Safety Specialist Academy – New Legislation
Deadline: November 22, 2017 (to respond to online survey)

On July 21, 2017, Governor Christie signed a law (P.L. 2017 c. 162) that established the New Jersey School Safety Specialist Academy within the New Jersey Department of Education (NJDOE) and requires each school district to designate an administrator who holds an administrative certificate per *N.J.A.C. 6A:9-2.1* as the School Safety Specialist for the district. In preparation of complying with this new law, the NJDOE is sharing some key information and inviting you to complete a survey to best meet your needs when designing the training program.

Responsibilities of the School Safety Specialist include: supervising and providing oversight for all school safety and security personnel; ensuring safety and security policies and procedures are in compliance with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school safety and security. The School Safety Specialist shall also serve as the school district liaison with local law enforcement, national, state, and community agencies and organizations in matters of school safety and security.

One requirement of the new New Jersey School Safety Specialist Academy is the development and implementation of a School Safety Specialist Certification Program. The NJDOE is seeking your assistance in determining the best training schedule that will allow School Safety Specialist candidates to complete this certification program.

We intend to begin School Safety Specialist training toward the end of the 2017-18 school year. Being mindful of your time, we are asking for your input on a survey to determine the type of scheduling that would best accommodate an administrator from your district. *Because the program is under development, the length of the program has yet to be determined. For the purpose of this survey, a five-day schedule is used as an example.* It is anticipated the initial training will require