

Bartlett City Board of Education		3022
Descriptor Term: SECURITY	Descriptor Code: Support Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 07/25/2024

1 The Superintendent shall establish procedures to protect school property which shall
2 include, but not be limited to¹:

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the
4 day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or
6 other school facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys; and
- 8 4. Developing programs that contribute to the proper care and use of school facilities
9 and equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by
11 federal law.

12 All exterior doors leading into a school building shall be locked at all times and access to
13 school buildings is limited to the school's primary entrance during the day and when
14 students are present outside of regular school hours.² If there is a need to unlock the
15 doors during a school activity after hours, then a BCS employee shall be stationed by the
16 unlocked door to ensure access is limited to authorized persons only.

17 All BCS principals shall immediately call law enforcement officials and the Superintendent
18 in cases involving illegal entry, building damage, theft, vandalism, assault and battery
19 resulting in serious personal injury or involving a weapon, or valid threats of mass
20 violence.³

21 The Superintendent or his/her designee, is authorized to sign a criminal complaint and to
22 press charges against perpetrators of crimes against BCS property. The Superintendent
23 shall report all signing of such complaints to the Board.

24 School Policing

25 The Board may enter into a memorandum of understanding ("MOU") with the chief of
26 Bartlett Police Department and/or the Shelby County Sheriff's Department to provide
27 school policing. Any MOU shall address, at a minimum, the following issues:⁴

¹ T.C.A. §49-6-805

² T.C.A. §49-6-817

³ T.C.A. §49-6-4301; T.C.A. §39-16-517

⁴ T.C.A. §49-6-4217

- 1 1. Any School Resource Officer (SRO) assigned under a MOU must be in compliance
2 with all laws, regulations, and rules of the Police Officer Standards and Training
3 Commission at the time of assignment and remain compliant throughout the tenure
4 of his or her assignment;
- 5 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic
6 training in school policing within twelve (12) months of assignment. Every year
7 thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training
8 specific to school policing. All training programs shall be approved by the Peace
9 Officers Standards and Training Commission.
- 10 3. Any SRO assigned under the MOU remains an employee of the law enforcement
11 agency, subject to that agency's direction, control, supervision, and discipline.
- 12 4. No officer shall be assigned to a school or continue in such assignment without the
13 consent of the Superintendent.
- 14 5. In the event that more than one SRO is assigned to a school system, the law
15 enforcement agency shall designate one of the SROs as the senior SRO, or such
16 other, appropriate title. The duties of the senior SRO, however designated, shall
17 include, but not be limited to, the following:
 - 18 a. To represent and carry out the policies of the law enforcement agency
19 assigning the SROs.
 - 20 b. To supervise the SROs in the performance of their duties;
 - 21 c. To consult with the Superintendent regarding the best use of the available
22 resources for school policing; and
 - 23 d. To resolve disputes between the SROs and students or faculty members.
- 24 6. The MOU may be effective for any length of time, including continuing until
25 terminated by the parties, and may contain any reasonable notice requirement for
26 the termination of the MOU. However, the MOU shall contain a provision allowing
27 the Superintendent to suspend the active participation of the SROs in the event
28 that the Superintendent believes that such suspension is best for the health, safety,
29 and/or well-being of the students and/or faculty members.

30 **CYBERSECURITY⁵**

31 The Superintendent shall implement cybersecurity procedures to identify cybersecurity
32 risks, mitigate such risks, and protect cyberinfrastructure against cyberattacks and other
33 cybersecurity threats and incidents.

⁵ T.C.A. §49-6-805