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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

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(X) Action Required

( ) Informational

## BULLETIN NO. 084-21 STUDENT ENGAGEMENT & SUPPORT

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Engrossed Substitute House Bill 1214

CONTACT: Mike Donlin, Program Supervisor, School Safety Center  
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## PURPOSE/BACKGROUND

The purpose of this bulletin is to provide information on new requirements for school safety and security staff established by [Engrossed Substitute House Bill 1214 \(2021\)](#), passed by the 2021 Washington state legislature.

[ESHB 1214](#) expands on the requirements of previous legislation regarding School Resource Officer (SRO) training ([HB 1216 from 2019](#)) and creates a new School Safety and Security Staff program, inclusive of SROs and all other school safety and security staff ([RCW 28A.400.345](#)). ESHB 1214 is intended to improve the quality and transparency of school district safety and security staff programs by implementing additional training and intergovernmental agreement requirements designed to ensure schools are places where all youth feel safe. The bill centers racial equity as an essential component of safety and security planning and training, so that school safety and security staff actively contribute to creating a safe environment for youth of color and Black youth in particular.

## COMPONENTS/REQUIREMENTS

Beginning with the 2021–22 school year, ESHB 1214 establishes new requirements and clarifies existing requirements for school districts and schools. These include:

- 1. Definition of Safety and Security Staff:** ESHB 1214 creates a new definition for school safety and security staff. This new definition is inclusive of both district-hired and non-district personnel. Safety and security staff includes school resource officers, school

security officers, campus security officers, and any other commissioned or noncommissioned employees or contractors, whose primary job duty is to provide safety or security services for a public school. The requirements of ESHB 1214 apply to all district-hired or contracted school safety and security staff.

- 2. Safety and Security Staff Program:** ESHB 1214 establishes a statewide School Safety and Security Staff program. The program must be jointly developed by the nine Educational Service Districts (ESDs). The School Safety and Security Staff program developed by the ESDs covers 13 required topics areas identified in the bill, and includes required processes for training documentation, on-the-job training, staff check-ins, and waivers in cases where "significant prior training" or experience is demonstrated.
- 3. Training Documentation:** When assigning school safety and security staff to work on school property with students present, school districts and their contractors must either confirm the safety and security staff have current training documentation or require the safety and security staff to complete the required training components within six months of beginning work on school property.
- 4. Policy & Procedures:** ESHB 1214 requires districts with school safety and security staff to adopt both board policy and procedures. The required policy and procedures must include information regarding school safety and security staff duties and responsibilities related to student behavior and discipline. The policy and procedures must also include a process for families to file complaints with the school, with the local law enforcement agency (for SROs), or the company which provides the safety and security staff (for contracted staff), and a process for investigating and responding to such complaints. See WSSDA [Model Policy 3411](#) and [Procedures 3411P](#).
- 5. Memorandum of Agreement:** ESHB 1214 requires school districts to have and annually review and adopt an agreement with the law enforcement agency or security company with which it contracts for safety and security staff services. The agreement must include hiring and placement processes, confirmation of required training, and a review process which involves families, students, and community members.
- 6. Data Collection and Reporting:** ESHB 1214 includes annual data collection and reporting requirements for all school districts. Data to be collected includes the total number of school safety and security staff in each school building, and descriptions of incidents involving student discipline, use of force against a student, and student arrest by school safety and security staff, all disaggregated by student race, ethnicity, disability status, and other demographics. Districts must also collect data on complaints related to job duties or student interactions by school safety and security staff personnel. This fall, the ESDs have conducted an initial survey of districts to gather a rough baseline of the number of school safety and security staff across the state. The Office of Superintendent of Public Instruction (OSPI) will facilitate a more formal data collection in spring 2022.

In addition, districts must submit memoranda of agreements to OSPI, and OSPI must make these agreements publicly available. For the 2021–22 school year, OSPI will develop a data collection tool and process for gathering required information from districts during spring, 2022.

## INFORMATION AND ASSISTANCE

For more information on training requirements and availability, including points of contact in each ESD region, please visit the [Association of Educational Service Districts \(AESD\) website](#).

For more information on the School Safety and Security Staff Program requirements, please visit the Washington State School Safety Center, [School Safety and Security Staff program website](#).

For questions regarding this bulletin, please contact Mike Donlin, Program Supervisor, School Safety Center, at 360-688-3375 or email [mike.donlin@k12.wa.us](mailto:mike.donlin@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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