

Safety & Security Staff (SSS) Involvement Data Reporting Guidance

Introduction

This document contains guidance on reporting data to the Office of Superintendent of Public Instruction (OSPI) on safety and security staff (SSS) involvement with students. Districts are required by [RCW 28A.320.1241](#) to report data on safety and security staff involvement to OSPI. OSPI is then required to make this data publicly available.

The OSPI [School Safety and Security Staff Program site](#) contains additional program information and resources.

Definitions

Involvement: When an action, or participation in a process, by a school safety and security staff member results in the use of force against a student by the safety and security staff member, exclusionary discipline, or the arrest of a student.

Safety and Security Staff (SSS): Safety and security staff is a category of classified staff defined by [RCW 28A.320.124](#). It is defined as “School Resource Officers (SROs), school security officers (SSOs), campus security officers (CSOs), and any other commissioned or noncommissioned employees or contractors whose primary job duty is to provide safety or security services for a public school.” Here are additional definitions of those staff types, all of which are considered safety and security staff:

School Resource Officer (SRO): [RCW 28A.320.124](#) defines school resource officer as “a commissioned law enforcement officer in the state of Washington with sworn authority to make arrests, deployed in community-oriented policing, and assigned by the employing police department or sheriff’s office to work in schools to build positive relationships with students and address crime and disorder problems, gangs, and drug activities affecting or occurring in or around K-12 schools. School resource officers should focus on keeping students out of the criminal justice system when possible and should not be used to attempt to impose criminal sanctions in matters that are more appropriately handled within the educational system.”

SROs are not school district employees but are employed by the law enforcement agency which has a contractual arrangement with that district. An SRO is a commissioned law enforcement officer working for a law enforcement agency. However, not all law enforcement officers are SROs. When law enforcement is needed at a school, the responding officer may or may not be the school’s SRO and may not be an SRO at all.

School Security Officer (SSO) and Campus Security Officer (CSO): Terms frequently used to identify classified school district employees employed to perform school safety-related functions



similar to those of SROs. SSOs and CSOs are district employees, are not commissioned law enforcement officers, and cannot make arrests.

Contracted Security Personnel: Licensed professionals who work for private security companies and provide safety or security services for a public school on a contractual basis. Contracted security personnel have met prior training requirements to function in their school safety and security capacity. The Department of Licensing licenses security guards and security companies.

Use of Force: For the purpose of CEDARS reporting, the OSPI School Safety Center defines use of force as the physical, bodily interaction between school safety & security staff and a student used to compel compliance. This does not include a gentle temporary touching or holding of a student's hand, wrist, arm, shoulder, or back for the purpose of guiding a student during an escort.

CEDARS Reporting

SSS Involvement with students is entered into district student information systems and submitted to OSPI through CEDARS in both the Student Exclusionary Discipline File (R) and the Students Restrained or Isolated File (S).

For more information on the individual data elements associated with SSS involvement, please reference the [CEDARS Data Manual](#) sections on the Student Exclusionary Discipline File (R) and the Students Restrained or Isolated File (S).

What Needs to be Reported?

There are only three types of Safety and Security Staff (SSS) involvement that need to be recorded and reported to OSPI:

- When an SSS is involved in an incident that results in exclusionary discipline;
- When an SSS is involved in an incident where a student is arrested;
- When an SSS uses force against a student.

You can report all three types of involvement as part of a student exclusionary discipline incident (in the Student Exclusionary Discipline File (R)). The only type of involvement that can be reported as part of a restraint or isolation incident (in the Students Restrained or Isolated File (S)) is use of force against a student. Use of force by an SSS should be reported as part of a restraint incident if an SSS restrains a student.

If an SSS uses force against a student or is involved with an incident where a student is arrested, but there is no exclusionary discipline incident or incident of restraint or isolation to report, these instances also must be reported through CEDARS.*

Types of Involvement & How They Can be Reported

Involvement Type	As part of a discipline incident	As part of a restraint/isolation incident	As a stand-alone incident*
SSS Involved in an incident that results in exclusionary discipline.	Yes	<i>No</i>	<i>No</i>
SSS Involved in an incident where a student is arrested.	Yes	<i>No</i>	Yes
SSS uses force against a student.	Yes	Yes	Yes

*For more information on how to report these, see [Reporting Examples: Use of Force Against a Student](#), or [Involvement with an Incident that Resulted in Student Arrest, that did *not* Result in Exclusionary Discipline \(File R\)](#)

Reporting: SSS Involved or Not?

The following table contains examples of instances where an SSS would be considered involved with an incident.

Examples of Safety & Security Staff (SSS) actions that are considered involvement:

Example Scenario	Reason scenario is considered SSS involvement
An SSS uses force against a student, in any situation, even if it does not result in exclusionary discipline or arrest.	Action taken by the SSS is key in determining the outcome of the situation (use of force)
An SSS arrests a student (in the instance where the SSS is an SRO).	Action taken by the SSS is key in determining the outcome of the situation (arrest)
An SSS informs school staff that a student is suspected of doing something against school policy. The situation results in exclusionary discipline.	Action taken by the SSS is key in determining the outcome of the situation (exclusionary discipline)
An SSS informs school staff that a student is suspected of doing something against the law. The situation results in exclusionary discipline and arrest.	Action taken by the SSS is key in determining the outcome of the situation (exclusionary discipline/arrest)
An SSS witnesses an incident where a student is breaking school policy and takes the student to the office. The situation results in exclusionary discipline	Action taken by the SSS is key in determining the outcome of the situation (exclusionary discipline)
An SSS witnesses an incident where a student is breaking the law and takes the student to the office. The situation results in arrest.	Action taken by the SSS is key in determining the outcome of the situation (arrest)
An SSS witnesses an incident where a student is breaking school policy and uses force to get the student to the office. The situation results in exclusionary discipline.	Action taken by the SSS is key in determining the outcome of the situation (exclusionary discipline/use of force)
An SSS is called to a classroom to help deal with an unruly or disruptive student. The situation results in use of force by the SSS and exclusionary discipline.	Action taken by the SSS is key in determining the outcome of the situation (exclusionary discipline/use of force)
School staff use information about a student provided by an SSS to determine whether a student has broken the law or school policy. The situation results in either exclusionary discipline, arrest or both.	SSS participation in the process is important in determining the outcome of the situation (exclusionary discipline/arrest)
A Student has broken the law and school staff decide to call an SRO from a different school. The SRO arrests the student.	Action taken by an SSS (even though the SRO is assigned to a different school) is key in determining the outcome of the situation (arrest)

An SSS confiscates contraband from a student. The situation results in use of force by the SSS and exclusionary discipline.	Action taken by the SSS is key in determining the outcome of the situation (exclusionary discipline/_use of force)
Restraint is administered by an SSS, but does not result in exclusionary discipline or arrest.	Action taken by the SSS (restraint) is key in determining the outcome of the situation (use of force)

A note about arrests: An SSS does not need to be the one to arrest the student for them to be involved in an arrest. If a student is arrested by a responding officer that does not work at the school, the SSS may still be considered involved in the situation in a different capacity. Please pay close attention to the examples above, in which an SSS may be considered involved in an arrest, even if they are not the one arresting the student.

A note about multiple types of involvement: Situations may involve more than one type of involvement. For instance, an SSS could be involved in a situation where they used force, the student was arrested, and exclusionary discipline was applied. In this instance, you would indicate all three types of SSS involvement in the incident.

The following table contains examples of instances where an SSS would *not* be considered involved with an incident.

Examples of Safety & Security Staff (SSS) actions that are *not* considered involvement:

Example Scenario	Reason scenario is <i>not</i> considered SSS involvement
A law enforcement officer that is not an SRO arrests a student on their own (not at the request of the SSS or anyone at the school).	Outcome not dependent on the actions of an SSS
A law enforcement officer that is not an SRO is called to the school, by school staff, and arrests a student.	Outcome not dependent on the actions of an SSS
School staff decides to call the police (not an SRO) on a student and asks the SSS to get the student out of class. The SSS does not use force to get the student out of class.	Outcome not dependent on the actions of an SSS (the role of retrieving the student could have been fulfilled by any staff member)
An SSS talks to a student in the hallway between classes.	Does not result in exclusionary discipline/arrest/use of force
An SSS talks to a class to provide them with safety information.	Does not result in exclusionary discipline/arrest/use of force
An SSS is asked to go get a student and bring them to the office. The SSS does not use force to get the student to the office.	Outcome not dependent on the actions of an SSS (the role of retrieving the student could have been fulfilled by any staff member)

Example Scenario	Reason scenario is <i>not</i> considered SSS involvement
An SSS takes a student aside to speak with them one-on-one to get information about their activities or the activities of someone they know.	Does not result in exclusionary discipline/arrest/use of force
An SSS takes a student aside to check in on them and see how they're doing.	Does not result in exclusionary discipline/arrest/use of force
An SSS calls a student out of class to speak with them.	Does not result in exclusionary discipline/arrest/use of force

Note: Situations are complicated and multi-faceted. If a situation that would not be considered SSS involvement exists together with a situation that *would* be considered SSS involvement, then it should be reported that the SSS was involved.

For example: School staff suspects that a student has broken the law. An SSS is asked to go get the student and bring them to the office. The SSS does not use force to get the student to the office. Once in the office, school staff use information about the student, provided by the SSS, to determine whether the student has broken the law or school policy. The student is determined by school staff to have broken the law and they call outside law enforcement to the school. The student is disciplined (exclusionary) and arrested.

In this example, the SSS is considered involved because they provided information about the student that helped staff determine that the student had broken the law, even though the other aspects of the situation (bringing the student to the office; outside law enforcement being called by staff and arresting the student) are not considered SSS involvement.

Reporting: File R, File S, or Both?

Most SSS involvement will likely be recorded in the Student Exclusionary Discipline File (R). If the SSS uses force against a student while administering restraint or isolation, it is recorded in the Student Restrained or Isolated File (S).

The following table contains examples of Safety & Security Staff (SSS) involvement actions and whether it should be reported in the Student Exclusionary Discipline File (R), Students Restrained or Isolated File (S), or both:

Which CEDARS File is Used When Reporting SSS Involvement:

Example Involvement Scenario	File	Reason
An SSS is involved in an incident that results in exclusionary discipline.	R	The situation resulted in exclusionary discipline but did not involve restraint or isolation.
An SSS is involved in an incident that results in exclusionary discipline. The situation also results in use of force, arrest, or both.	R	The situation resulted in exclusionary discipline, as well as use of force or arrest, but did not involve restraint or isolation.
An SSS is involved in an incident that results in arrest, but not in exclusionary discipline.	R*	The situation resulted in arrest but did not involve restraint or isolation.
An SSS is involved in an incident that results in use of force, but not in exclusionary discipline.	R*	The situation resulted in use of force but did not involve restraint or isolation.
Restraint is administered by an SSS. The situation does not result in exclusionary discipline.	S	The situation involves use of force by an SSS in the context of a restraint.
An SSS uses force to move a student into a room where the student is isolated. The situation does not result in exclusionary discipline.	S	The situation involves use of force by an SSS in the context of an isolation.
A situation with a student results in restraint, which is administered by an SSS. The situation also results in exclusionary discipline.	R & S	The situation involves use of force by an SSS in the context of restraint. The situation also resulted in exclusionary discipline.

* Arrest or use of force incidents that involve Safety and Security Staff but do not result in exclusionary discipline should be submitted using valid value 99 (Non-behavior incident) for Element R08 and valid value NE (No exclusionary action applied) for Element R11. These codes are used to indicate that Safety and Security Staff were involved but no exclusionary action was applied. For more information, please see the CEDARS Data Manual and its appendices.

Note about restraint: Any instance of an SSS administering restraint on a student is also an instance of use of force by an SSS. However, not every instance of use of force is an instance of restraint.

Restraint is administered in situations where a student’s behavior presents an imminent likelihood of serious harm to themselves or others. An additional characteristic of restraint is immobilization. An instance of use of force by an SSS that fits these characteristics should be considered a restraint. Alternatively, an SSS could use force to move a student from one location to another. This would not be considered a restraint (unless the student was immobilized during transport).

Reporting Examples

These examples highlight certain elements from File R & File S to illustrate possible records of SSS involvement and how they will be interpreted. The tables show some example valid values for key reporting elements, along with an “involvement summary” at the bottom, which summarizes what the valid values indicate about the SSS’s involvement in that incident.

These are just examples. In your reporting, use the valid values that make sense for the given situation. For detailed descriptions of files, file elements, and valid values, please see the [CEDARS Data Manual and its appendices](#).

SSS Involvement with Discipline (File R)

R08 - Behavior	R11 – Exclusionary Action	R24 – Involvement Status	R25 – Used Force	R26 – Involved in Arrest
05 – Fighting Without Major Injury	CE – Classroom Exclusion	Yes (1)	No (0)	No (0)

Involvement Summary: An SSS was involved in an incident that resulted in exclusionary discipline.

R08 - Behavior	R11 – Exclusionary Action	R24 – Involvement Status	R25 – Used Force	R26 – Involved in Arrest
05 – Fighting Without Major Injury	CE – Classroom Exclusion	Yes (1)	Yes (1)	No (0)

Involvement Summary: An SSS was involved in an incident that resulted in exclusionary discipline. The SSS used force against the student during the incident.

Use of Force Against a Student, or Involvement with an Incident that Resulted in Student Arrest, that did *not* Result in Exclusionary Discipline (File R)

Incidents where Safety and Security Staff are involved with a situation that results in arrest, or use force against a student, need to be reported even if there is no exclusionary discipline. To report these instances, use valid value 99 (Non-behavior incident) for Element R08 and valid value NE (No exclusionary action applied) for Element R11. These codes are used to indicate that Safety and Security Staff were involved but no exclusionary action was applied.

If you use codes 99/NE, either R25 – Safety and Security Staff Used Force or R26 – Safety and Security Staff Involved in Arrest (or both) must be Yes (1).

R08 - Behavior	R11 – Exclusionary Action	R24 – Involvement Status	R25 – Used Force	R26 – Involved in Arrest
99 – Non-behavior incident	NE – No Exclusionary Action Applied	Yes (1)	Yes (1)	No (0)

Involvement Summary: An SSS Used force against a student in an incident where no behavior was reported, and no exclusionary action was applied.

R08 - Behavior	R11 – Exclusionary Action	R24 – Involvement Status	R25 – Used Force	R26 – Involved in Arrest
99 – Non-behavior incident	NE – No Exclusionary Action Applied	Yes (1)	No (0)	Yes (1)

Involvement Summary: An SSS was involved in an incident where a student was arrested, but no behavior was reported, and no exclusionary action was applied.

SSS Involvement with Restraint & Isolation (File S)

SSS involvement is recorded in the Student Restrained or Isolated File (S) if the SSS uses force against a student while administering restraint or isolation.

S09 – Type of Restraint or Isolation	S12 – Used Force
4 – 2+ person standing restraint	Yes (1)

Involvement Summary: An SSS used force against a student while assisting with a restraint.

S09 – Type of Restraint or Isolation	S12 – Used Force
1 – 1 person restraint	Yes (1)

Involvement Summary: An SSS used force against a student while assisting with a restraint.