

Armed School Personnel (ASP) and Armed Security Guard (ASG)

I. Armed School Personnel (ASP) Requirements

- a. Armed School Personnel are school employees who have a primary duty other than school security but have been assigned additional duties to guard, deter and detect threats on the school premises.
- b. An Armed Security Guard is a person volunteering at the school who's main duty is to guard, deter and detect threats on the school premises.
- c. In addition to the ASP's standard employment contract, additional responsibilities will include guarding, deterring and detecting threats on school premises and it will grant them the authorization to carry a concealed firearm on the school premises.
- d. The ASP/ASG will hold a proper Concealed Carry Permit issued by the Authority Having Jurisdiction (AHJ).
- e. Training
 - 1) Training will be provided by the Park County Sheriff's Office (PCSO).
 - 2) All training documentation will be signed by the PCSO training officer.
 - 3) A copy of the training officer's instruction certification will be submitted along with the ASP's training documents and kept in the ASP's employee file.
 - 4) A copy of the ASG's training documents will be kept on file by the School Administrator.
 - 5) The School Administrator will keep all documents pertaining to the ASP/ASG in a secure location where they will not be accessible to the school staff and/or public.
- f. The ASP/ASG will be required to become a PCSO Auxiliary Officer.
- g. The ASP/ASG will wear some type of logo readily identifying them as a PCSO Auxiliary Officer.

II. Duties

- a. The ASP's duties are in addition to standard contract duties.
- b. The ASP/AASG is not intended to be involved in normal staff/parent/student disputes. That is the role of the administrator.
- c. The ASP/ASG can be called to respond to disputes at the administrator's discretion.
- d. The ASP /ASG react as a first responder to the situation.
- e. The ASP/ASG will interact as appropriate with PCSO and/or Authority Having Jurisdiction (AHJ).
- f. The ASP/ASG will only brandish weapon if intent is to eliminate the perpetrator.
- g. The ASP/ASG and School Administrator will prepare follow-up reports after any incident to present to the Lake George Charter School (LGCS) School Board.
- h. All incidents will be reviewed by the LGCS Board.

III. Weapons and Ammunition

- a. The ASP/ASG will provide his own weapon of choice. Ammunition will be provided to the ASP by LGCS for practice and re-certification at a rate of one (1) fifty round box per month. The ASG will be responsible for providing their own ammunition.
- b. Weapon type, caliber, serial number, registration/permit, (etc.) will be on file in the ASP's employee file with an agreement that all such information will be provided to the PCSD and/or AHJ if requested. Similar information will be kept on file for the ASG.
- c. The ASP/ASG will be responsible for the safe storage of the weapon and ammunition at all times, either on or off school premises.
- d. The ASP/ASG will carry the weapon in a safe and secure manner not readily visible while on school premises.
- e. ASP/ASG will immediately report to the LGCS Board any incidents involving the weapon off school premises. These incidents may include, but not be limited to lost weapon, theft of weapon, and/or reported discharge of the weapon while not in duty at the LGCS.

LEGAL REF.: CRS 18-12-214

**This lettering may change when the state and CASB come up with a policy and decide where to put it.*

First Reading: 10-14-2014

Adoption Date: 11-10-2014

Lake George Charter School