



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
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NJDOE Staff
Statewide Parent Advocacy Network
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