

# School Security Assessment Process

## Frequently Asked Questions

According to T.C.A. 49-6-4302 each Tennessee public school is required to conduct a school security assessment using the assessment tool developed by the TN Department of Homeland Security (TDOHS). Assessments are to be completed on an annual basis.

School security assessments will be conducted, at a minimum, by a two-person team to include a school administrator or other school facility designee, and a local law enforcement officer.

**BEFORE** the school security assessment walkthrough:

- Identify team members at both the school and law enforcement level that will be responsible for conducting the school security assessment for each school.
- Complete the online training video, which takes approximately thirty minutes, if it has not previously been completed by all assessment team members.
- Block out two (2) to four (4) hours per school for the assessment team to conduct the walk-through school security assessment.
- Block out thirty minutes for online submission process.
- School administrators will receive a link with the school security assessment and accompanying resources from their district's SAVE Act Coordinator.
- **Print** the school security assessment (available in the email provided to district SAVE Act Coordinators) and use during the walkthrough.

**DURING** the school security assessment walkthrough:

- Conduct school security assessment and record results on paper version of assessment (available in the email provided to district SAVE Act Coordinators).

**AFTER** the school security assessment walkthrough:

- Use the link provided to the school administrator to access the online reporting version of the school security assessment tool.
- Complete all required information.
- Use the printed copy of the completed school security assessment tool to assist in filling out the online version. Please note: Once you begin filling out the online assessment, you **MUST** complete the survey in its entirety. The form will not save answers, information will be lost if the "back button" is clicked.
- Upon completion and submittal of the security site assessment, a copy will be automatically sent to the provided email address in the "name of person submitting" block.

## Helpful Hints:

### Q: Who needs to complete training and conduct the assessment?

A: School security assessments are to be completed, at a minimum, by a two-person team consisting of a school administrator or other school facility designee, and a law enforcement officer. The individuals fulfilling these roles must complete the online training.

### Q: What is considered a school administrator?

A: School Principal or Assistant Principal of the school building, School level administrators may designate another school level staff member. SAVE Act Coordinators and district level staff are welcome to participate in school assessments, however, they cannot fulfill the role of the school administrator on the assessment team.

### Q: What if I need assistance obtaining law enforcement as part of my team?

A: Contact your District's SAVE Act Coordinator. If attempts at the local level have not been successful, contact [Kimberly.Daubenspeck@tn.gov](mailto:Kimberly.Daubenspeck@tn.gov)

### Q: I took the online training last year, do I need to complete the training video again?

A: The assessment has changed and there is a new training. Assessment team members need to complete the required training, a link to the online 30 minute video will be provided to the Safety or SAVE Act Coordinator in your district. When completing the assessment tool, assessment teams will be required to indicate their compliance with T.C.A. 49-6-4302 regarding the completion of the required training.

### Q: Is it required to have a minimum of a two-person team to complete the assessment?

A: It is required that the assessment be completed by both school administration and local law enforcement members. Assessment teams may contain additional members; however, district level staff cannot fulfill the role of the school administrator on the assessment team.

### Q: Can District level staff participate in the security assessments?

A: Assessment teams MUST consist of a school level administrator and a certified law enforcement officer. School level administrators may designate another school level staff member. District level staff are welcome to participate in school assessments, however, they cannot fulfill the role of the school administrator on the assessment team.

### Q: Is the security assessment form, training and manual confidential?

A: **The contents of the assessment, training and accompanying manual are to be considered sensitive information not to be shared outside of those involved in conducting the assessment.**

### Q: How much time should I plan for the training?

A: The training video is approximately thirty (30) minutes long, this video can be paused as necessary.

**Q: How much time should I plan to complete the assessment?**

A: The assessment process can take approximately two (2) to four (4) hours to complete, depending on the size of the campus. Following the assessment walkthrough, it takes approximately thirty (30) minutes to submit responses online.

**Q: Is there a browser that works best for completing the assessment?**

A: Updated versions of Google Chrome work best for the security assessment platform. If you are having issues entering information into your assessment, please contact [Kimberly.Daubenspeck@tn.gov](mailto:Kimberly.Daubenspeck@tn.gov).

**Q: How will I know the information I have entered into the assessment has been submitted?**

A: Upon completion and submittal of the security site assessment, a copy will be automatically sent to the email address provided in the “name of person submitting” block. It is encouraged that you also create a hard copy of the assessment information you enter using the manual provided in case you lose the information by clicking the back button.

**Q: I don't understand the terminology in the assessment:**

A: There are terms and definitions commonly used in the security assessment at the back of the manual. If you need a copy of the manual, please contact [Kimberly.Daubenspeck@tn.gov](mailto:Kimberly.Daubenspeck@tn.gov).

**Q: What happens after I complete the assessment?**

A: The Office of School Safety will send your district's SAVE Act Coordinator a copy of your school's completed security assessment. In addition, a district level summary based on an analysis of all the assessments will be provided to the SAVE Act Coordinator. Your security assessment is protected and is only for the use of determining school safety funds and is not considered public record.

**Q: Could my school security assessment be audited?**

A: T.C.A. 49-6-4302 states “The department of safety and homeland security is authorized to conduct periodic audits of Tennessee public schools as necessary to verify the effective implementation and use of such assessments to enhance school security.”

**Q: Where can I find the hard copy of the school security assessment?**

A: In the email provided to SAVE Act Coordinators, an assessment manual was provided.