

Safe School Officer Notification Report

Form SSON-2023 Effective: April 2023 Incorporated in Rule 6A-1.0018, F.A.C.

This report is being provided to fulfill the notification requirements for timely and accurate reporting of safe-school officer discipline, up to termination, and/or discharge of a firearm, other than for training purposes, as provided in section (s.) 1006.12(5), Florida Statutes (F.S.) and 6A-1.0018, F.A.C. Information contained in this document is confidential and exempt from release as a public record pursuant to ss. 119.071(3), 281.301, and 1006.12(8), F.S. **Copying or sharing this information outside the context in which it was provided is strictly prohibited.**

Overview

Use the instructions below to complete the "Form" tab of this report. Completed forms must be submitted to the Office of Safe Schools via email at SafeSchools@fldoe.org.

Incident Status	<u>In cell B6:</u> Use the drop-down options to indicate whether the incident was open (pending further investigation or review), or closed at the time this report was submitted to the Office of Safe Schools.
Incident Date	<u>In cell B7:</u> Use the following format to enter the date of the incident MM/DD/YYYY (two-digit month/two-digit day/four-digit year: 01/28/2023). If reprimand or corrective action was issued as a result of ongoing circumstances, please provide the date the officer received reprimand or corrective action.
Officer's Full Legal Name	<u>In cell B8:</u> Provide the safe-school officer's full legal name.
Safe-school Officer Type	<u>In cell B9:</u> Use the drop-down options to indicate the type of safe-school officer that is the subject of this report (school resource officer, school safety officer, school guardian, school security guard).
Guardian Certification Issued by	<u>In cell B10:</u> If the safe-school officer is/was a Coach Aaron Feis Guardian, provide the name of the sheriff's office that issued the officer's guardian certification. If the safe school officer is not a guardian, enter N/A and move on to the next field.
Nature of Incident	<u>In cell B11:</u> Use the drop-down options to indicate the nature of the incident being reported for this safe school officer (discipline, dismissal, fire-arm discharge, location reassignment due to an infraction, resignation, or follow-up to a previously submitted report).
Master School Identification (MSID) Number	<u>In cell B12:</u> Enter the four digit master school identification number (MSID) for the school in which the incident occurred, or the officer was assigned. A current list of MSID numbers is located at http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/
District	<u>In cell B13:</u> Use the drop-down options to select your school district.
Description of Event(s)	<u>In cell B14:</u> Provide a short and concise description of the incident (limit 50 characters). A more detailed summary can be provided in cell B20.

County Sheriff Notified within 72 Hours? In cell B15: Use the drop-down options to indicate whether the district notified the county sheriff within 72 Hours of the incident?

Issuer of the Certification Notified? In cell B16: If the safe-school officer is/was a Coach Aaron Feis Guardian, use the drop-down options to indicate whether the district has notified the issuer of the guardian certificate of the incident.

Details

Additional Comments In cell B20: Please provide the details for this incident, or any pertinent information not already captured above.

Safe School Officer Notification Report

Form SSON-2021 Effective: April 2023 Incorporated in Rule 6A-1.0018

Overview

Title	Safe-school Officer Notification (SSON-2023)
Incident Status	[Select]
Incident Date	
Officer's Full Legal Name	
Safe-school Officer Type	[select]
Guardian Certification Issued by	
Nature of Incident	[select]
Master School Identification (MSID) Number	
District	[select]
Description of Event(s)	
County Sheriff Notified within 72 Hours?	[select]
Issuer of the Certification Notified?	[select]

Details

Additional Comments