

Statement of Need:

Providing a safe and secure environment for students, teachers, and staff for all public schools within the District of Columbia is one of the critical and challenging missions to be performed by the Metropolitan Police Department (MPD). MPD requires a systematic tool that will enable standardization of regulations and policies, sharing of information and lessons learned, and provide a centralized repository to record, track and mitigate all processes and procedures relating to school safety. MPD requires a project that will fully implement the Concept of Operations, support the Memorandum of Understanding between MPD and District of Columbia Public Schools (DCPS), and successfully manage the contracted security officers.

Project Description:

This project will perform a series of tasks to significantly improve safety at all public schools in the District of Columbia. The tasks include institutionalizing a Strategic Planning Team; oversight of implementation of the Concept of Operations; provide a comprehensive training program, and provide a web-based Interactive School Safety Database.

Goals:

Goals for the Strategic Planning Team will be to include: 1) create and monitor common visions, themes, and objectives, 2) clearly identify and reinforce each agencies role, 3) identify chain of command and problem solving protocols, 4) identify resources, and 5) identify and monitor start and completion dates for each task. The outcomes of the Strategic Planning Team will include: accountability for all participants and each agency (MPD, DCPS, Hawk One, Public Schools, Mayor's Office), 2) methodology for implementation of 3-year plan that tracks identified goals and progress, 3) analyze the performance measures and reports from each school site, and 4) flexibility to adapt to changes, results and findings from the field.

Objectives:

1. Institutionalize a Strategic Planning Team

The formation of a Strategic Planning Team will enable standardization of DC Code and Administrative Regulations, sharing of information and lessons learned, and provide a central repository to all identified goals and objectives. The Strategic Planning Team would review the updated Risk Factors for all schools; assist with the creation of a formal deployment schedule for School Resource Officers (SROs) including support of all public schools in the District of Columbia; and analysis of total number of officers needed. The statement of work will include a review on the status of implementation of the Memorandum of Understanding (MOU) and CONOPs and deliver reports to the Strategic Planning Team. The successful contractor will be expected to utilize nationally recognized best practices for strategic planning, developing goals and measures to improve school security. Progress will be measured and objectives tracked using an outcomes/logic model.

2. Oversight of Implementation and Processes for the Concept of Operations

The successful contractor will perform random audits at school sites to track progress on the implementation of the Concept of Operations and provide status reports to the Strategic Planning Team. These audits will ensure that data is collected to accurately measure the success of this project. The audits will also ensure that the information being entered into the database is accurate.

3. Training Requirements

3a. School Resource Officer Training: Implementing the Concept of Operations and Utilizing the Interactive School Safety Database.

SROs will learn methodologies for improved effectiveness in monitoring the security conditions in the school and in the vicinity of the school; to respond to crime and disorder incidents; to maintain close liaison with the school faculty and staff, as well as the security officers assigned to that school; to follow up on reported disorder or

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crime incidents; and to better interact with the Principal to ensure he or she feels that they are receiving effective security at the school.

3b. Sergeants Working in Public Schools: Implementing the Concept of Operations and Utilizing the Interactive School Safety Database

Participants will learn the unique skills required by Sergeants in the Office of Security Services; serving as the primary liaison between school principals and the School Resource Officers.

3c. Contracting Officer's Technical Representative (COTR) Training: Implementing the Concept of Operations and Utilizing the Interactive School Safety Database

Review the roles and responsibilities of the contracted security officers, enhance field audits; including use of the database, and increase mediation skills to manage the dynamic relationships between officers and principals.

3d. Train-the-Trainer Program: Conducting Security & Vulnerability Assessments

Participants will learn the principles of Security and Vulnerability Assessments and be provided the skills necessary to conduct independent assessments at district facilities and school sites including.

3e. Train-the-Trainer Program: Conducting and Evaluating Emergency Drills

Participants will facilitate and evaluate functional exercises on school sites within the District of Columbia Public Schools. In each class, the students will evaluate two emergency drills and receive one hour of classroom training. The classroom training session will teach participants how to score the drills they just observed and how to write reports and recommendations for the drills.

3f. Train-the-Trainer Program: Conducting School Safety Related Training

Participants will learn the skills necessary to lead school safety related discussions that include "What If?" scenarios and tabletop exercises. Participants will receive an understanding of how adults learn and how to schedule training times and drill exercises into the regular school year. Participants will also be provided with an overview and learn the importance of incorporating lessons learned from emergency exercises and real-world events, and the fundamentals of the Emergency Management Improvement Cycle.

3g. TTT: Student Threat Assessment and School Climate

The course will cover the major components and tasks for creating a safe school climate including: 1) assessment of the school's emotional climate, 2) listening in schools, 3) adopting a strong, but caring stance against the code of silence, 4) prevention of, and intervention in, bullying, 5) developing of trusting relationships between each student and at least one adult at school, and 6) creation of mechanisms for developing and sustaining safe school climate.

4. Interactive School Safety Database

The successful contractor will develop and customize an Interactive School Safety Database that will enable collection of and assessment of security performance and provide data to determine improvements. This database will be compatible with MPD's intranet and will have no impact on IT, software, toolkit or licensing fees. The database will outline the appropriate tracking measures identified by the Strategic Planning Team, the MOU, Concept of Operations and Hawk One security contract. Components will be customized to mirror the Master Checklist for SROs and the Field Audit Check List for COTRs. The data entered into the system is exported into the Security and Vulnerabilities Matrix and the Outcomes/Logic Model for tracking identified threats and mitigation and prevention measures and activities. The database will enable each school site to track the baseline audits and all subsequent audits. The database will also track and manage all activities under the Train-the-Trainer proposal. Examples include conducting and evaluating emergency drills, conducting and evaluating security & vulnerability assessments, and conducting school safety related trainings.

Components of the database must include an extensive reporting component that will afford MPD to measure progress, goals and objectives as well as define risk factors for each school within the District of Columbia. The database will also feature an e-mail notification system that will notify school administrators, and MPD personnel of upcoming deadlines, reporting requirements and provide MPD personnel of all deficiencies.