



**School Guardians
Policy Series 6000: Finance and Operations**

**Policy 6801
Procedure 1**

Purpose of the Program

The Provo City School District shall have a School Guardian on each school campus during school hours, each day. This School Guardian will be in place for the purpose of addressing imminent threats or actions of violence against students and District employees. The following procedures outline the disposition of each School Guardian, according to their duties, responsibilities, and actions related to their assigned position.

Definitions

1. "Annual training" means an annual four-hour training that:
 - a. a county security chief or a designee administers;
 - b. the state security chief approves;
 - c. can be tailored to local needs;
 - d. allows an individual to practice and demonstrate firearms proficiency at a firearms range using the firearm the individual carries for self-defense and defense of others;
 - e. includes the following components:
 - i. firearm safety, including safe storage of a firearm;
 - ii. de-escalation tactics;
 - iii. the role of mental health in incidents; and
 - iv. disability awareness and interactions; and
 - f. contains other training needs as determined by the state security chief
2. "Biannual training" means a twice-yearly training that:
 - a. is at least four hours, unless otherwise approved by the state security chief;
 - b. a county security chief or a designee administers;
 - c. the state security chief approves;
 - d. can be tailored to local needs; and
 - e. through which a school guardian at a school or simulated school environment:
 - i. receives training on the specifics of the building or buildings of the school, including the location of emergency supplies and security infrastructure; and
 - ii. participates in a live-action practice plan with school administrators in responding to active threats at the school; and
 - iii. shall be taken with at least three months in between the two trainings.

- 49 3. "Firearm" means the same as that term is defined in [Section 76-10-501](#)
50 .
51 4. "Initial training" means an in-person training that:
52 a. a county security chief or a designee administers;
53 b. the state security chief approves;
54 c. can be tailored to local needs; and
55 d. provides:
56 i. training on general familiarity with the types of firearms that can be
57 concealed for self-defense and defense of others;
58 ii. training on the safe loading, unloading, storage, and carrying of firearms
59 in a school setting;
60 iii. training at a firearms range with instruction regarding firearms
61 fundamentals, marksmanship, the demonstration and explanation of the
62 difference between sight picture, sight alignment, and trigger control, and
63 a recognized pistol course;
64 iv. current laws dealing with the lawful use of a firearm by a private citizen,
65 including laws on self-defense, defense of others, transportation of
66 firearms, and concealment of firearms;
67 v. coordination with law enforcement officers in the event of an active threat;
68 vi. basic trauma first aid;
69 vii. the appropriate use of force, emphasizing the de-escalation of force and
70 alternatives to using force;
71 viii. situational response evaluations, including:
72 1. protecting and securing a crime or accident scene;
73 2. notifying law enforcement;
74 3. controlling information; and
75 4. other training that the county sheriff, designee, or department
76 deems appropriate.
77
78 5. "Program" means the school guardian program created in this section.
79
80 6. "School employee" means an employee of a school whose duties and responsibilities
81 require the employee to be physically present at a school's campus while school is in
82 session.
83 a. "School employee" does not include a principal, teacher, or individual whose
84 primary responsibilities require the employee to be primarily present in a
85 classroom to teach, care for, or interact with students, unless:
86 i. the principal, teacher, or individual is employed at a school with 100 or
87 fewer students;
88 ii. the principal, teacher, or individual is employed at a school with adjacent
89 campuses as determined by the state security chief; or
90 iii. as provided in [Subsection 53G-8-701.5\(3\)](#)
91
92 7. "School guardian" means a school employee who meets the requirements of Subsection
93 6 (a).
94
95

96 **School Guardian Program**

- 97
98 1. There is created the school guardian program;
99 a. the state security chief shall oversee the school guardian program;

- b. the applicable county security chief shall administer the school guardian program in each county.
2. The state security chief shall ensure that the school guardian program includes:
- initial training;
 - biannual training; and
 - annual training.
3. A county sheriff may partner or contract with:
- another county sheriff to support the respective county security chiefs in jointly administering the school guardian program in the relevant counties; and
 - a local law enforcement agency of relevant jurisdiction to provide the:
 - initial training;
 - biannual training; and
 - annual training.
4. A school employee that volunteers to participate is eligible to join the program as a school guardian if:
- the school administrator approves the volunteer school employee to be designated as a school guardian;
 - the school employee satisfactorily completes initial training within six months before the day on which the school employee joins the program;
 - the school employee holds a valid concealed carry permit issued under [Title 53, Chapter 5, Part 7, Concealed Firearm Act](#);
 - the school employee certifies to the sheriff of the county where the school is located that the school employee has undergone the training in accordance with Subsection (3)(b)(i) and intends to serve as a school guardian; and
 - the school employee successfully completes a mental health screening selected by the state security chief in collaboration with the Office of Substance Abuse and Mental Health established in [Section 26B-5-102](#).
5. After joining the program a school guardian shall complete annual training and biannual training to retain the designation of a school guardian in the program.
6. The state security chief shall:
- for each school that participates in the program, track each school guardian at the school by collecting the photograph and the name and contact information for each guardian;
 - make the information described in Subsection (4)(a) readily available to each law enforcement agency in the state categorized by school; and
 - provide each school guardian with a [one-time stipend of \\$500](#).^[1]
7. A school guardian:
- may store the school guardian's firearm on the grounds of a school only if:
 - the firearm is stored in a biometric gun safe;
 - the biometric gun safe is located in the school guardian's office; and
 - the school guardian is physically present on the grounds of the school while the firearm is stored in the safe;
 - shall carry the school guardian's firearm in a concealed manner; and
 - may not, unless during an active threat, display or open carry a firearm while on school grounds.

- 151 8. This section does not prohibit an individual who has a valid concealed carry permit but is
152 not participating in the program from carrying a firearm on the grounds of a public school
153 or charter school under [Subsection 76-10-505.5 \(4\)](#).
154
- 155 9. A school guardian:
156 a. does not have authority to act in a law enforcement capacity; and
157 b. may, at the school where the school guardian is employed:
158 i. take actions necessary to prevent or abate an active threat; and
159 ii. temporarily detain an individual when the school guardian has reasonable
160 cause to believe the individual has committed or is about to commit a
161 forcible felony, as that term is defined in [Section 76-2-402](#).
162
- 163 10. A school may designate a single volunteer or multiple volunteers to participate in the
164 school guardian program to satisfy the school safety personnel requirements of [Section](#)
165 [53G-8-701.5](#).
166
- 167 11. The [department\[2\]](#) may adopt, according to [Title 63G, Chapter 3, Utah Administrative](#)
168 [Rulemaking Act](#), rules to administer this section.
169
- 170 12. A school guardian who has active status in the guardian program is not liable for any
171 civil damages or penalties if the school guardian:
172 a. when carrying or storing a firearm:
173 i. is acting in good faith; and
174 ii. is not grossly negligent; or
175 iii. threatens, draws, or otherwise uses a firearm reasonably believing the
176 action to be necessary in compliance with [Section 76-2-402](#).
177
- 178 13. A school guardian shall file a report described in Subsection (12) if, during the
179 performance of the school guardian's duties, the school guardian points a firearm at an
180 individual.
181 a. A report described shall include:
182 i. a description of the incident;
183 ii. the identification of the individuals involved in the incident; and
184 iii. any other information required by the state security chief.
185 1. A school guardian shall submit the required report to the school
186 administrator, school safety and security director, and the state
187 security chief within 48 hours after the incident.
188 2. The school administrator, school safety and security director, and
189 the state security chief shall consult and review the report
190 submitted.
191 b. The requirements of Subsections (12) and (13) do not apply to a training
192 exercise.
193
- 194 14. A school guardian may have the designation of school guardian revoked at any time by
195 the school principal, county sheriff, or state security chief.
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- 197 15. Any information or record created detailing a school guardian's participation in the
198 program is:
199 a. a private, controlled, or protected record under [Title 63G, Chapter 2, Government](#)
200 [Records Access and Management Act](#); and
201 b. available only to:

- i. the state security chief;
 - ii. administrators at the school guardian's school;
 - iii. if applicable, other school safety personnel described in [Section 53G-8-701.5](#);
 - iv. a local law enforcement agency that would respond to the school in case of an emergency; and
 - v. the individual designated by the county sheriff in accordance with [Section 53-22-103](#) of the county of the school where the school guardian in the program is located.
- c. The information or record described in Subsection (15)(a) includes information related to the school guardian's identity and activity within the program as described in this section and any personal identifying information of a school guardian participating in the program collected or obtained during initial training, annual training, and biannual training.
 - d. An individual who intentionally or knowingly provides the information described in Subsection (15)(a) to an individual or entity not listed in Subsection (15)(ii) is guilty of a class B misdemeanor.

Compensation for School Guardians

1. School guardians will be reimbursed a specified amount as determined by District Leadership for a gun, ammunition, and other necessary items for the individual to conceal and carry the weapon on school grounds.
2. School guardians will be reimbursed up to \$500 for a biometric safe to keep in their office when the weapon is not on their person.[3]
3. School guardians will also receive a stipend as determined by District Leadership for taking on this responsibility to assist in the protection of students and staff at their school site.

Legal References:

[Utah Code Section 76-10-501](#)
[Utah Code Subsection 53G-8-701.5\(3\)](#)
[Utah Code Title 53, Chapter 5, Part 7, Concealed Firearm Act](#)
[Utah Code Section 76-2-402](#)
[Utah Code Section 53G-8-701.5.](#)
[Utah Code Section 26B-5-102.](#)
[Utah Code Subsection 76-10-505.5 \(4\).](#)
[Utah Code Title 63G, Chapter 3, Utah Administrative Rulemaking Act](#)
[Utah Code Title 63G, Chapter 2, Government Records Access and Management Act;](#)
[Utah Code Section 53-22-103](#)

Adopted: