July 3, 2012

To: All Chicago Public Schools School-Based Security Officers

From: Jadine Chou
Chief Officer of Safety and Security, Chicago Public Schools

Subject: Mandatory CPS Security Officer Training Sessions

The Office of Safety and Security is committed to providing a safe environment for our students that is conducive to learning. Your role as a CPS security officer is vital to meeting this mission.

We are pleased to announce that we will be hosting an exciting, new 3-day training course, this summer, for all CPS Security Officers to support you in being successful in your role.

The training sessions will cover topics such as:

- The Role and Expectations of the CPS Security Officer
- Technical training on core duties
- Verbal Techniques for De-escalation
- Crisis Prevention

Training Date and Times:

All CPS Security Officers must attend and successfully complete this training in order to report back to work for the 2012 – 2013 School year. Attendance is mandatory. The trainings will be held Monday – Wednesday of each week throughout the summer.

- 8:30am-4:30pm: Includes breaks plus a “Lunch on your Own” break

It is very important that you attend your assigned session (as communicated via mail). If you are unable to attend your assigned session or if you don’t know the date of your assigned session, please contact the Office of Safety and Security at 773-553-3030 to provide notice and request an alternative week for your security training. It is highly encouraged that you make every effort to attend your assigned session as there will only be a limited number of make-up sessions. Please feel free to call us if you have any questions.

We look forward to seeing you this summer and appreciate all that you do for the safety of our students.