

Scope of Services

- A.** Effectively implement and operate the Detail Prime solution for the client. Detail Prime is a management, deployment, and reporting system (including associated technology tools) that accomplishes the scheduling and management of the School Safety Enhancement Program for the Client;
- B.** Designate a project manager to coordinate with Client designee;
- C.** Provide access and use of the PowerDetails technology solution, including all training and technical support for designated Client and law enforcement staff;
- D.** Effectively register and manage the assignment of all participating primary and back fill (substitute) officers to ensure that the additional need for officers is met;
- E.** Using technology tools and oversight, permanently assign each Client-designated primary officer to a specific school (as directed by Client);
- F.** Establish and operate an ongoing process for scheduling to ensure full coverage of all designated schools;
- G.** Send electronic reminders of assigned school location and time to begin secondary duty to all officers (including back fill assignments);
- H.** Provide access to scheduling and staffing information to School Security Detail in charge; Principals; School Safety Specialists; Law Enforcement leadership; and others as directed by School District;
- I.** Automatically deconflict time to be worked with regular shifts and ensures that proper “rest time” between regular shifts and school assignments are followed;
- J.** Verify, validate and provide biweekly payroll information to School District for payments to assigned officers;
- K.** If desire, after approval by Client designee, provide electronic payments to all participating officers;
- L.** Provide officers a quick and easy method to report absences or tardiness. Identify and notify back fill officers who will be deployed to ensure full coverage;
- M.** Provide an array of periodic management reports to District Officials (schools and law enforcement). This will include total officers; total hours worked; total payments made; absences; “deconflict” violations; notice of schools not fully covered; and other important management information desired by Schools and Law Enforcement;
- N.** Provide a 24/7 call center for school officials and law enforcement leadership to report non-emergency issues that challenge full coverage;
- O.** Provide regional coordinator that will be available to coordinate the training of all participants (including technology), troubleshoot problems and monitor progress with local school and law enforcement personnel to seek constant improvements in program. Regional coordinator will also be available to assist in the development and conduct of active shooter drills and model school safety policies;
- P.** Assist in the coordination of appropriate security training for participating officers;
- Q.** Submit monthly invoices for fees associated with the Detail Prime solution.