

MICHIGAN *Safe Schools* INITIATIVE

The Education Alliance

- Michigan Association of School Boards
- Michigan Education Association
- Michigan Association of Intermediate School Administrators
- Michigan Association of Secondary School Principals
- Michigan Parent Teacher Association
- Michigan Elementary and Middle School Principals Association
- Michigan School Business Officials
- Michigan Federation of Teachers and School Related Personnel
- Michigan Association of School Administrators
- Middle Cities Education Association
- Michigan Business Leaders for Education Excellence
- Michigan State University College of Education

Auburn Hills Police Department

Big Rapids School District

City of Sterling Heights

Crime Victim Services, Michigan Department of Community Health

Hazel Park Schools

Incident Management Team

Inkster Public Schools

Jackson Community College

Joseph A. Young & Associates

Lansing Schools District Department of Public Safety

Lansing Police Department

Marshall Public Schools

Mason Public Schools

Metropolitan Association of Improved School Legislation

Michigan Association of Chiefs of Police

Michigan Association of Public School Academies

Michigan Center for the Prevention of Violence in Schools, Ferris State University

Michigan Department of Education

Michigan Department of State Police Prevention Services

Michigan Department of State Police Emergency Management Division

Michigan Family Independence Agency

Michigan Municipal League

Michigan Regional Community Policing Institute

Michigan Sheriff's Association

Michigan Township Association

Michigan State University School of Criminal Justice

Middle Cities Risk Management Trust

National Center of Community Policing

Neighborhood Associations of Michigan

Office of Drug Control Policy - Michigan

Department of Community Health

Prosecuting Attorney Coordinating Council

School Employer Trust/School Employers Group

State 4-H Youth Program

Sterling Heights Emergency Services

U.S. Bureau of Alcohol, Tobacco & Firearms

U.S. Secret Service

Walter French Academy

Western Michigan Risk Management Trust

Fast Facts....

School Security Consultants . . .

Reasons for Retaining a Consultant:

- Obtain expert advice that will:
 - Identify problems,
 - Clarify problems,
 - Simplify problems,
 - Eliminate problems,
 - Suggest alternative solutions to problems,
 - Provide planning guidance in solving problems,
 - Design systems or programs,
 - Provide reference material,
 - Provide training or educational seminars
- Save money
- Obtain an objective viewpoint

Selection of a Consultant:

- Consultants are separated into categories:
 - Individuals
 - Specialists in a particular area
 - Small firms
 - Specialists in a specific area
 - Large multi disciplinary firms
 - Do not always have protection specialists on staff.

Qualifications:

- Education
 - Formal education should be at least equal to that of those persons the consultant will be working with on the project
- Experience
 - Demonstrated record of related practical experience in situations related to the proposed project.
 - The consultant must have such related experience that they can clearly understand the task
 - Demonstrated knowledge of the clients type of organization
 - Utilizes related business language
- Ability to understand the scope of the assignment
- Ability to communicate with the organization
- Reputation and success with other clients
 - References should indicate:
 - How well the consultant relates to senior management.
 - The scope of the work completed
 - Whether the work completed was satisfactory.
 - Whether the client would again retain the consultant

NOTE: Former clients should not be expected to disclose or discuss exact details of the project completed. Conversely, it is unethical for the consultant to disclose such detail about past projects.

- Related professional experience and activity in professional organizations
 - Professional work and related memberships
 - University/college teaching experience
 - Speaking on related topics at seminars and conferences.
 - Publication in textbooks or professional journals on related topics.
 - Active participation in the affairs of related professional associations.

Professional Certification:

- Certification or licensure in a specific area of specialization.
 - *International Association of Professional Security Consultants*
 - *American Society for Industrial Security (ASIS)*
- Must meet established standards of experience and knowledge.
 - Required to successfully pass a comprehensive written examination

Certified Protection Professional CPP

- American society for industrial security
 - Certified protection professional program (CPP) requires minimum standards:
 - Formal education
 - Work experience
 - Supervisory/management experience
 - Comprehensive written examination
 - Required participation in continuing education programs

Objective and Scope

- Client **must:**
 - Clearly define the objective and scope of the project both orally and in writing as part of a formal contract.
 - Determine the extent of the consultants role in the implementation phase of the project.
 - Require a written report outlining the consultants findings and recommendations.
- Client **must:**
 - Require a certificate of insurance that includes workman’s compensation, and general liability, with errors and omissions, coverage.
 - Require a conflict of interest statement
 - Require a confidentiality/non-disclosure agreement.

Selection and Supervision of the Consultant

- The following must be part of the selection and supervision of the consultant:
 - The senior management person who approves the expenditure
 - The persons responsible for the implementation of the recommendations
 - The functionally involved management persons

Costs

- National scale
 - Hourly basis: \$125.00-\$375.00
 - Daily basis: \$1000.00 - \$3000.00
 - Plus reasonable and customary expenses
 - travel time
 - mileage
 - lodging
 - meals
- Fixed fee
- Costs not to exceed a stated amount
- Retainer
- Percentage of the cost of the completed project
- **Above all else Negotiate!!**

Objective and Scope

- Designate a project coordinator
- Review tasks and objectives of the assignment
- Provide adequate information about the organization
- Develop a work plan
- Provide assistance
- Require periodic reports/reviews of the project
- Develop an agreed upon time line for completion of the project.

References

- Post, Richard S., David A. Schnachtsiek, Chapter 12, Security Manager's Desk Reference. Boston: Butterworth-Heinemann, 1986
- Walsh, Timothy J. eds., Chapter 37, Protection of Assets Manual, 9th ed. Santa Monica, CA: Merritt Publishing, 1997

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