



COMMONWEALTH of VIRGINIA  
Department of Education

August 23, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: School Safety Inspection Checklist**

The purpose of this memorandum is to announce the availability of the 2013 *School Safety Inspection Checklist for Virginia Public Schools* that needs to be completed by August 2014. The checklist was added as another component of the annual School Safety Audit by the 2013 General Assembly. The Virginia Center for School Safety (VCSS) within the Department of Criminal Justice Services (DCJS) conducts the annual School Safety Audit.

The VCSS, in consultation with the Virginia Department of Education (VDOE), is directed by the [Code of Virginia § 22.1-279.8](#) to develop a model school building safety inspection checklist based on crime prevention through environmental design (CPTED) principles. The developed model checklist is based on the CPTED principles. Click on the following links to view the [2013 School Safety Inspection Checklist for Virginia Public Schools](#) and to obtain other information from the [Virginia Center for School Safety](#).

Questions pertaining to the results of the school building inspection will be included in the annual audit for the first time in August 2014 and every three years thereafter. If school divisions are using a proprietary tool to conduct these inspections which is similar in scope and detail to the *School Safety Inspection Checklist for Virginia Public Schools*, they may submit it to the Virginia Center of School Safety for approval. Completed school building safety inspection checklists shall be made available upon request to the chief law-enforcement officer of the locality or his designee. However, the completed school safety inspection checklists are exempt from the Freedom of Information Act.

Questions may be directed to Donna Michaelis, manager, public safety training and the Virginia Center for School Safety at 804-371-6506, [donna.michaelis@dcjs.virginia.gov](mailto:donna.michaelis@dcjs.virginia.gov) or Shellie MacKenzie, school and campus safety training coordinator at 804-225-1863 or [shellie.mackenzie@dcjs.virginia.gov](mailto:shellie.mackenzie@dcjs.virginia.gov).

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