

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR OF SAFETY AND SECURITY**

#### **BASIC FUNCTION:**

Under administrative direction of the Superintendent of Schools, to develop, plan, organize, supervise and implement the objectives, activities and staff of the district school safety operations; to develop plans and coordinate activities of the district emergency preparedness program; manages, installs, programs and maintains access control, video surveillance and intrusion alarm systems; and performs other related duties as required.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct school safety services and emergency preparedness activities according to district standards and regulations.

Advise administrators and appropriate staff on security and protective services provided by department programs and personnel, organize and conduct related in-service training, seminars and workshops.

Develop and oversee development of operational guidelines for the district school safety department; formulate and coordinate implementation of school safety goals and objectives.

Direct and participate in confidential and sensitive internal investigations as directed; review reports of investigations conducted by department staff and recommend follow-up actions as appropriate.

Recommend and develop school safety, security and emergency preparedness programs, standard operating procedures; research and report to administration on legislation, issues and trends in school district safety and security laws.

Manage and provide input on school safety and emergency management budgets; control and authorize expenditures in accordance with established district guidelines.

Supervises and coordinates the efforts of all security personnel, which involves interviewing, selecting, assigning, training, reviewing work, evaluating and counseling employees.

Serve as incident commander and direct the emergency operations during unusual occurrences; oversee and direct district emergency response activities to manmade and natural disasters; administer first aid and CPR as necessary.

Participate in the administration of emergency plans for district sites; identify safety hazards and potential liability issues and concerns at sites; assist in the implementation of a Standardized Emergency Management System (S.E.M.S.).

Work closely with law enforcement personnel on crime prevention and the apprehension of those who commit crimes against students, employees, district property or equipment; establish a cooperative traffic control program with local law enforcement agencies; establish and maintain ongoing relationships with local law enforcement and fire agencies to facilitate investigations and provide mutual support services.

Serve as liaison and consult with disaster service agencies such as the State Office of Emergency Services, law enforcement and fire departments.

Analyze and respond to school site emergencies and determine appropriate actions; maintain at the ready an emergency command system, including Emergency Operations Center and an alternate or mobile center as a site from which designated personnel will direct and control operations during an emergency; alert key district personnel in the event of an emergency; direct the maintenance and installation of emergency communications systems.

Develop and maintain a variety of security, safety and emergency preparedness training programs for the district security personnel, administration, and designated key district personnel; inform of changes in regulations, policies and implications of new or amended laws.

Survey district sites to assess conditions and recommend improvements in safety and security for employees, students, facilities and equipment.

Develops and manages key and access control programs to ensure the security of the District's properties and keys.

Appears in court and testifies as a witness as required.

Acts as a liaison between the district and municipal, county, state and federal law enforcement and regulatory agencies.

Patrols sites and related areas on foot and in car to check for unauthorized personnel, improper activities and unsecured facilities.

Controls public access to district property.

Management of District-Wide radio communications system.

Programs, manages and maintains video servers and associated software.

Installs, programs, manages and maintains video surveillance cameras & system components.

Installs, programs, manages and maintains intrusion alarm system components.

Performs installation of data and low voltage cabling for surveillance cameras and intrusion alarm systems.

Responds to alarms and conducts investigation of premises.

Contacts appropriate law enforcement agencies for backup.

Conducts investigations related to acts of crimes, injuries, arrests, etc.

Writes a variety of incident reports including arrest reports, injury reports, accident reports and vandalism reports.

Performs communications dispatch using Computer Aided Dispatch (CAD) software.

Reviews patrol logs to identify trends and problems areas, adjusts schedules as necessary.

Performs special studies and prepares reports.

Responds to incidents and alarms on District property after hours, on weekends and holidays.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Supervisory principles and practices.

District policies, procedures and legal provisions pertaining to the security program, access and conduct on school grounds.

Penal and Education Code sections related to schools.

Laws of arrest, search, seizure and evidence.

General investigative procedures.

Common safety hazards.

Basic first aid, AED and CPR procedures.

Principles of good public relations.

Proper personnel and authorities to contact for a variety of incidents.

Various signs of burglaries and trespassing.

Active Shooter response.

Applicable federal, State, City, County and District laws, rules and regulations.

Investigation techniques and procedures.

Basic law enforcement and security methods and procedures.

Crowd control, traffic control and vehicle control procedures.

FEMA Advanced Incident Command System (ICS).

Speak, read and write English fluently using correct English usage, grammar, spelling, punctuation and vocabulary.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience, courtesy and professionalism.

Basic computer networking.

Surveillance camera systems use, management, programming, troubleshooting, installation and maintenance.

Intrusion alarm systems use, management, programming, troubleshooting, installation and maintenance.

Be proficient in the use of computers and computer software, such as Microsoft Word and Excel.

Use of digital camera, portable computer/electronic devices, cellular phone, surveillance cameras & systems.

**ABILITY TO:**

Recognize illegal activities, weapons and controlled substances.

Remember names, faces, behavior patterns and retain information.

Analyze potentially dangerous situations, use good judgment, and take appropriate action.

Speak clearly and logically.

Interpret and enforce pertinent laws, rules and regulations with tact, firmness and Diplomacy.

Maintain rapport with students, staff, and representatives of local law enforcement agencies.

Use digital camera, portable computer devices, cellular phones, surveillance cameras & systems, and other security and safety related equipment.

Analyze situations accurately and adopt an appropriate and effective course of action.

Quickly learn and apply school rules and regulations to work performed.

Think and act effectively in emergency or sensitive situations.

Organize and write clear, concise, complete and accurate reports.

Interview witnesses, complainants and suspects.

Conduct investigations.

Understand and follow oral and written directions.

Work independently with little direction.

Establish and maintain effective working and cooperative relationships with others.

Meet schedules and timelines.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Drive a vehicle in a responsible, safe, and professional manner.

**QUALIFICATIONS:**

Must satisfactorily meet the CCUSD Minimum Standards of Employment and Training which includes possession of a valid California Driver's License; must be insurable by the District's insurance company; must be free of any felony and certain misdemeanor convictions; be a high school graduate or equivalent; and meet pre-employment requirements including physical exam with drug testing and pass a comprehensive background investigation. Participate in random drug and alcohol testing as required.

**EDUCATION AND EXPERIENCE:**

Two years college-level coursework in law enforcement or other related field; at least five years experience in law enforcement or public safety, five years of supervisory experience in law enforcement or public safety; experience in the installation, maintenance and programming of IP surveillance cameras and intrusion alarm systems.

**LICENSES AND OTHER REQUIREMENTS:**

Police/Sheriff Academy P.O.S.T. Certificate  
Basic E.V.O.C. (Emergency Vehicle Operations) P.O.S.T. Certificate  
P.O.S.T. Field Training Officer Certificate  
CPR, AED and Basic First Aid Certificate  
School Police / SRO P.O.S.T. Certificate (must have been completed after 7/1/2000)  
Law Enforcement Response to Terrorism (LERT) P.O.S.T. certificate  
P.O.S.T. certificate relating to gang awareness and identification  
School and Workplace Violence P.O.S.T. certificate  
FEMA IS-00100.SCa: Incident Command System for Schools  
FEMA IS-00700.a: National Incident Management System  
FEMA IS-00907: Active Shooter Incidents  
FEMA ICS 300: Intermediate Incident Command System  
FEMA ICS 400: Advanced Incident Command System

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work during daylight and nighttime hours and in adverse weather conditions.  
Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Climbing stairs.  
Walking and standing for extended periods of time.  
Seeing to monitor student activities.  
Hearing and speaking to exchange information.  
Dexterity of fingers and hands to operate assigned equipment.  
Running.  
Running and walking over rough or uneven surfaces.  
Physical agility and stamina.  
Ability to drag an average sized person to safety.  
Lift, push, pull and carry objects weighing in excess of 50 pounds.

**HAZARDS:**

Potential physical hazards involved in intervening in fights and other anti-social illegal and violent behavior, contact with dissatisfied or abusive individuals; exposure to verbal abuse and harassment; exposure to hazardous chemicals and fumes/vapors, exposure to gunfire, and physical attacks from knives or various types of impact weapons or makeshift weapons.