

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT SECURITY PATROL OFFICER

BASIC FUNCTION:

Under direct supervision, patrol and monitor District properties to protect against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency calls for service; perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

A District Security Patrol Officer, in uniform, is on patrol responding to emergency and non-emergency situations and monitors District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire and theft. Incumbents in the classification have limited interaction with students and staff, and must have completed the SB 1626 School Security Course.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and monitor District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire and theft; respond to emergency situations and non-emergency calls for service.

Enforce laws and regulations; initiate contact with individuals on District grounds or surrounding property to assure visitor authorization; detain suspects and call for assistance of local law enforcement when arrest is required.

Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation; respond to fire and burglar alarms; summon and communicate with police and fire departments.

Check properties and grounds for fire hazards and combustible materials; extinguish small fires.

Check buildings and grounds for leaks or malfunctions with plumbing, electrical, heating or other equipment; shut off valves and other malfunctioning equipment; report damaged equipment and safety hazards.

Prevent illegal parking, tampering with vehicles and loitering in District parking lots; conduct or assist with traffic and crowd control at or near school sites and at sporting events and special events as assigned.

Prepare and maintain a variety of records and reports related to incidents, issues, hazards and other assigned activities.

Operates and monitors telephone, computer and radio equipment to receive requests for assistance from school personnel or the public regarding criminal & school rule violations, and suspicious activities at district schools property.

Monitors the Security Information Management System (SIMS) located in District schools and offices for intrusion alarm activity; inputs new data; updates existing data; makes reports on whether alarms are operating or malfunctioning; and submits requests for alarm service as needed.

Communicate with District staff and a variety of outside agencies to receive and exchange information, resolve issues and coordinate activities.

Operate a District vehicle; observe legal and defensive safe driving practices; operate a variety of security and safety equipment including fire extinguishers, and two-way radio.

Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities.

Attend and participate in hearings and trials of suspects as summoned.

Conduct residency checks on current or potential students.

May assist school site personnel with the on-campus supervision of students as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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 and vehicle control procedures.

Record-keeping techniques.

Incident report writing.

Oral and written communication skills.

District organization, operations, policies and objectives.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Operation and maintenance of safety and security equipment.

First aid and CPR.

ABILITY TO:

Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.

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

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

Use a computer, two-way radio, and other security related technology devices.

Organize and write clear and concise 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 time lines.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Exercise discretion in the handling of confidential information.
Be flexible.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable. Two years experience working in school security patrol.

LICENSES AND OTHER REQUIREMENTS:

Valid, Class C, California driver's license; valid First Aid and CPR Certificate, valid (within the last three years) PC 832 Arrest and Control Certification. Completion of the 24-hour School Security Guard Training in accordance with Education Code 38001.5 (SB 1626) within 30 days of employment.

DESIRED QUALIFICATIONS:

Desirable bilingual (English and a designated second language) skills: oral and written ability. Correct oral and written usage of English and a designated second language. Read, write, translate and interpret English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment.
Indoor and outdoor environment.
Driving a District vehicle to conduct work.
Seasonal heat and cold or adverse weather conditions.
Community streets and roads.
Exposure to dissatisfied or abusive individuals, confrontations and fights.
Emergency call-outs.

PHYSICAL DEMANDS:

Reaching overhead, above the shoulders and horizontally.
Standing or sitting for extended periods of time.
Running or walking over rough or uneven surfaces.
Climbing stairs.
Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to read, prepare and proofread documents, and perform assigned duties.

Lifting in excess of 50 pounds.

Agility and strength to make apprehensions and to protect self from attack.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, Illegal and violent behavior, contact with dissatisfied or abusive individuals.