

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL SAFETY OFFICER

BASIC FUNCTION:

Under direct supervision, patrol and monitor District properties and adjacent areas to protect students, staff, equipment and property from criminal activity; intervene, mitigate, and resolve all conflicts encountered on District property or its immediate adjacency; enforce laws and regulations; respond to alarms, emergency situations and non-emergency calls for service; perform related duties as assigned

REPRESENTATIVE DUTIES:

DISTINGUISHING CHARACTERISTICS:

A School Safety Officer, in uniform, is constantly patrolling and responding to emergency and non-emergency situations and monitoring district properties 24 hours per day, on weekdays, weekends and holidays to protect district property against trespass, vandalism, illegal entry, fire, theft or any other crimes. An incumbent shall have sensitivity to and awareness of the behavior and perceptions of adolescents in communicating and enforcing school district rules and regulations and California codes. In addition to patrolling the school sites, the incumbent works closely with site administrators by assisting with calming individuals or groups of unruly students or parents and responds to emergency calls from district sites. Incumbents in the classification will have constant interaction with students and staff, and must have completed the SB 1626 School Security Course.

ESSENTIAL DUTIES:

Patrol on foot, bicycle, or motorized vehicle and monitor District properties 24 hours per day, weekdays, weekends and holidays to protect District property against trespass, vandalism, illegal entry, fire, theft or any other crimes; respond to emergency situations and non-emergency calls for service, calls for assistance from local law enforcement and fire agencies.

Continuous foot patrol of school sites with a focus on monitoring student behavior, ensuring students are not wandering the campus; escorting students to/from class or office; retrieving bags, backpacks or other personal belongings for students and staff; opening, unlocking and securing doors.

Conducting searches of students, lockers and personal belongings for prohibited items or evidence of crimes or school rule violations.

Providing protective escort or supervision for victims of fights or bullying.

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.

Assume the role of Incident Commander during an afterhour's emergency until relieved by someone more qualified to assume the role.

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.

Traffic and pedestrian control in intersections at or near school sites; responsible for setting up, managing and removing temporary traffic safety devices requiring regular physical manual effort; required to stand for extended periods of time while giving hand and arm signals, or managing other similar traffic control signs and devices, regardless of weather conditions and hazards; conduct or assist with parking and crowd control at or near school sites and at sporting events and special events as assigned.

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

Prepare and maintain a variety of logs, 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 and/or enhance knowledge of applicable laws, codes, rules and regulations, and best practices related to assigned activities.

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

On-campus supervision of students during and after school hours.

Intervene in fights immediately and in accordance with District policy.

Administer First Aid, CPR or other life saving techniques

May serve as a Communications Dispatcher as needed to assure adequate coverage.

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.

Geographical layout of the district properties.

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, CPR, AED and other life saving techniques.

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 timelines.

Maintain records and prepare reports.

Work confidentially with discretion.

Exercise physical force when necessary in restraining and assisting in the detention of suspicious persons or suspects on district property.

Communicate effectively both orally and in writing.

Exercise discretion in the handling of confidential information.

Be flexible.

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; have good moral character; be a high school graduate or equivalent; and meet pre-employment requirements including physical exam with drug testing, physical agility exam, psychological exam, reading/writing ability exam, and pass a comprehensive background investigation; must satisfactorily pass a semi-annual physical agility exam to maintain employment.

JOB TRAINING:

Must participate in and successfully complete the CCUSD School Safety Officer Field Training Program under the direct supervision of a Field Training Officer. The Field Training Program will last a minimum of 12 weeks. Failure to successfully complete the Field Training Program will result in dismissal from probation.

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 is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; completion of at least Level III P.O.S.T. Academy and PC 832 (within the last three years); completion of a 24-hour School Security Guard Training in accordance with Education Code 38001.5 (SB 1626), School Emergency Trauma Intervention course, Traffic Management and Control course, and a Security Bicycle Patrol course within 30 days of employment.

The following professional certifications must be attained within the first years of employment:

- Drug and Alcohol Influence Recognition P.O.S.T. Certificate
- School Police/SRO P.O.S.T. Certificate
- Interview and Interrogation P.O.S.T. Certificate
- FEMA IS-00100.SCa: Incident Command System for Schools
- FEMA IS-00200.a: ICS for Single Resources and Initial Action Incidents
- FEMA ICS 300: Intermediate Incident Command for Expanding Incidents
- FEMA IS-00700.a: National Incident Management System (Introduction)

WORKING CONDITIONS:

ENVIRONMENT:

- Office and school environment
- Indoors and outdoors
- Continuous patrolling on foot or on bicycle
- Driving a District vehicle to conduct work during daylight and nighttime hours and in 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 75 pounds.
Agility and strength to drag an average sized adult to safety
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; exposure to hazardous chemicals and fumes/vapors, exposure to gunfire, and physical attacks from knives or various types of impact weapons or makeshift weapons.