

SUPERVISING SCHOOL SAFETY OFFICER

DEFINITION

Supervises School Safety Officers and Plant Security Aides in the guarding of buildings, grounds, and other District property, and the control of vehicle flow and parking.

TYPICAL DUTIES

Assigns, coordinates, and supervises School Safety Officers and Plant Security Aides patrolling assigned routes and inspecting facilities at offices, schools, and other District sites as required. Establishes work schedules and assigns relief and substitute personnel as required. Plans, coordinates, and, where appropriate, conducts training sessions for School Safety Officers and Plant Security Aides in such areas as security measures, patrol procedures, criminal law, report writing, and tactics. Surveys District schools and sites to determine patrol routes, efficient traffic flow patterns, and parking procedures. Coordinates School Safety Officer and Plant Security Aide assignments with Watch Commanders and appropriate School Police Department personnel during stakeouts and investigations. Conducts investigations of incidents at guarded sites and alters assignments as required. Reviews District incident and miscellaneous reports to identify trends in crime at patrolled sites and adjusts School Safety Officer and Plant Security Aide routes accordingly. Recommends improvements in plant security and traffic safety, such as the addition of lights, signs, painted curbs, and traffic bumps. Writes incident reports, memoranda, and other correspondence to School Safety Officers and Plant Security Aides and develops and revises regulations and procedures pertaining to school and plant safety. Visits District locations to supervise, coordinate, and assist in plant security, safety measures, fire and life safety systems for high rise structures, and traffic control. Meets with habitual parking violators to induce changes in behavior and cites parking violators. Responds to complaints regarding Parking Enforcement or School Safety Officers assigned at District locations. Discusses with District administrators and principals the particular protective, safety, and parking needs of their schools and plants. Inspects School Safety Officers and Plant Security Aides for proper uniform and appearance and evaluates performance of duties. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising School Safety Officer assigns, supervises, and trains School Safety Officers and Plant Security Aides who are assigned to guard patrols at various District sites, and performs a variety of related investigative and administrative duties.

A School Safety Officer makes rounds of inspection and is responsible for guarding an assigned school campus or other areas of District property.

A Plant Security Aide makes rounds of inspection and is responsible for guarding an assigned area or areas of District property.

SUPERVISION

General supervision is received from a Sergeant. Supervision is exercised over School Safety Officers and Plant Security Aides.

CLASS QUALIFICATIONS

Knowledge of:

- Law enforcement procedures, security measures, and applicable laws
- Laws regarding parking enforcement and traffic control
- Regulations pertaining to the protection of District buildings and grounds
- Local law enforcement, service, and emergency agencies
- Regulations governing the use of radio broadcasting equipment
- School Police Department radio and alarm systems
- Fire and Life Safety systems for high rise structures
- Standards of courtesy and behavior expected of students
- Adolescent development and problems
- Vocabulary and usage of terms common to youths in the areas served by the schools

Ability to:

- Train and supervise School Safety Officers and Plant Security Aides
- Keep complete and accurate records and prepare concise reports
- Conduct investigations of incidents and report findings
- Make quick and appropriate decisions in emergency situations
- Communicate effectively, both orally and in writing
- Deal effectively with school administrators, other District personnel, juveniles, police officers, students, and the public

Special Physical Requirements:

- Walk or stand for long periods
- Hear normal voice range frequencies
- Agility and strength to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college-level courses in police science or police administration.

Experience:

Three years of experience as a guard OR one year of general law enforcement experience, including criminal investigation, apprehension, and arrest. Supervisory experience is preferable.

Special:

A valid California Driver License.

Must work nights and weekends as necessary.

Appointment is subject to a thorough background investigation.

Successful completion of a state-mandated school security course is required after appointment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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JPK