

## SCHOOL SAFETY OFFICER

### DEFINITION

Guards buildings, grounds, materials, equipment, and other District property and assists in ensuring the observance of rules and procedures by students and others.

### TYPICAL DUTIES

- Guards a school or other District property and protects property and staff by making prescribed rounds of inspection.
- Patrols school corridors, locker rooms, restrooms, assembly and athletic facilities, gymnasiums, bus-loading areas, and other campus locations in order to observe student behavior and prevent violations or unsafe activities.
- Prevents entry or reports the presence of unauthorized persons on grounds or in buildings who are in violation of laws and ordinances affecting the District.
- Provides information to school administrators and school police regarding causes and effects of campus and community tension.
- Remains alert for and reports fire hazards and combustible and waste materials, extinguishes small blazes, and identifies non-working alarms.
- Investigates unusual conditions, notifies proper persons or agencies, and takes immediate emergency action when leaks or malfunctions in plumbing, electrical, heating, or other equipment are detected to reduce danger and prevent possible damage.
- Prepares incident and other miscellaneous reports about crimes against District property and offenses against District personnel or students.
- May detain suspects when appropriate.
- May attend and participate in hearings and trials of suspects.
- May assist school administrators in contacting parents regarding students with behavior problems and in discussing campus security with parent and community groups.
- May give information to the public entering or leaving District premises.
- May control the parking location and the safe movement of vehicles in a parking area, issue warning notices and parking tickets, and check vehicles leaving the premises.
- May assist with on-campus supervision of students including special events.
- May assist appropriate school personnel in counseling individual students or groups of students or in assisting student clubs.
- May operate a District vehicle to patrol a large area.
- May deliver, set up, or collect equipment and other materials.
- May be assigned to the special assignment function of Parking Enforcement, which includes but is not limited to responding to and making radio dispatch calls regarding parking violations and complaints, and traffic control issues.
- May make safety presentations to students, staff, and the school community.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Safety Officer is responsible for securing and patrolling a school or other District property in order to prevent or report violations of laws, rules, or safe practices.

A Police Officer performs police work in the prevention, control, and investigation of crimes against District facilities, personnel, or students; the apprehension of suspects; and the protection of District property.

## SUPERVISION

General supervision is received from higher-level security or police personnel. Immediate supervision may be received from a site administrator. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Adolescent development and problems
- Vocabulary and usage of terms common to youth in the area served by the school
- Basic methods of site protection
- Various types of fire extinguishers and their correct usage
- Pertinent provisions of the Education Code and the Penal Code of California pertaining to the guarding and policing of buildings and grounds and relating to theft and illegal entry of District property
- Property management instructions regarding the use of fire and life safety systems for high-rise structures

### Ability to:

- Communicate orally with parents and students
- Operate two-way radio equipment
- React quickly and appropriately in emergencies
- Write required reports clearly and concisely
- Work effectively with District personnel, students, the public, and peace officers
- Use good judgment in dealing with traffic control, improperly parked cars, and police assistance

### Special Physical Requirements:

- Walk and stand for the assigned period
- Normal hearing in 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.

### Experience:

Six months of experience as a guard or peace officer is preferable. Courses in criminal justice or police administration are preferable.

### Special:

- A valid California Driver License.
- Appointment is subject to fingerprinting, a review of conviction record, and a thorough background investigation.
- Completion of a State-approved School Security Certificate Program is required by the end of the probationary period.

## SPECIAL NOTE

Some School Safety Officer positions require working at night.

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

Revised  
10-14-13  
JPK