

SECURITY OFFICER

DEFINITION

Protects school property, students, and personnel by patrolling buildings and grounds while Adult School classes and activities are being conducted.

TYPICAL DUTIES

Patrols adult school grounds and buildings while classes and activities are being conducted to prevent and control incidents of violence directed against school facilities, students, or personnel. Apprehends and interrogates suspects committing or attempting to commit crimes against school facilities or offenses to the persons of students or school personnel.

Contacts and cooperates with local law enforcement agencies in preventing, controlling, and investigating antisocial or illegal activities by persons or groups directed against school facilities, students, or personnel.

Makes immediate on-site investigations of crimes or offenses by collecting evidence and questioning witnesses.

Prepares and submits crime, arrest, and incident reports.

Assists in orienting school administrators and students regarding security measures.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Security Officer is a California peace officer who works part-time for the District in the protection of school property, students, and personnel by patrolling buildings and grounds while adult school classes and activities are being conducted. Security Officers are part-time, limited-term employees.

A Police Officer performs police work in the protection of District property; the apprehension of suspects; and prevents, controls, and investigates crimes against District facilities, personnel, or students. A Police Officer is a regular full-time employee.

SUPERVISION

Immediate supervision is received from an adult school site administrator. Technical supervision over policies and procedures is received from a Police Sergeant or Watch Commander. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Investigative and law-enforcement procedures and techniques

California Penal Code and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters

Laws related to arrest, search, and seizure

Basic legal elements of crimes

Sections of the California Welfare and Institutions Code that pertain to Juvenile Court law

Regulations pertaining to the protection of buildings and grounds belonging to the District

Local law-enforcement, service, and emergency agencies
Regulations governing the use of radio broadcasting equipment
Security measures and devices

Ability to:

Keep complete and accurate records
Think clearly and logically, use good judgment, and make quick decisions in emergency situations
Remember names, faces, and details of occurrences
Communicate effectively orally and in writing
Deal effectively and maintain good relations with students, school personnel, police officers, and the public

Special Physical Requirements:

Normal visual field and depth, color, and hue perception
Normal hearing in normal voice-range frequencies
Agility and strength to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a California P.O.S.T.accredited academy, one year of experience in regular employment as an officer in a public law enforcement agency, and current employment in such an agency.

Special:

A valid California Driver License.

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 a position at any time.

Revised
MN
04-27-06

Reviewed
JPK
01-15-13