

## 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 prevention, control, and investigation of crimes against District facilities, personnel, or students; the apprehension of suspects; and the protection of District property.

### SUPERVISION

Immediate supervision is received from a Sergeant or Lieutenant. Work direction may be received from an adult school site administrator. 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

Education:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a California Peace Officer Standards and Training (P.O.S.T.) accredited academy.

Experience:

One year of experience in regular employment as a peace officer in a public law enforcement agency, and current employment in such an agency.

OR

Retired peace officer from a California P.O.S.T. approved agency with status as a registered Security Guard with a firearms permit from the California Bureau of Security and Investigative Services and a California Concealed Weapon (CCW) permit.

Special:

A valid California Driver License.

SPECIAL NOTE:

Appointment is subject to fingerprinting, a review of conviction record, and a comprehensive background investigation.  
An appointee must qualify periodically with departmentally approved firearms at a designated police range.  
A California Concealed Weapon (CCW) permit must be maintained throughout employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
05-29-19  
CA/JPk