



PERSONNEL COMMISSION

Class Code: 5202
Salary Range: 24 (C1)

DISTRICT SECURITY OFFICER

JOB SUMMARY

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire, and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Patrol and monitor District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire, and theft; respond to emergency situations and non-emergency dispatcher calls for service. **E**
- Assure compliance with applicable laws, codes and regulations; initiate contact with individuals on District grounds or surrounding property to assure visitor authorization; detain suspects and call local law enforcement when arrest is required. **E**
- Inspect and monitor the security of doors, windows, and gates; turn alarm systems on and off and test for proper operation; respond to fire and intrusion alarms; summon and communicate with police and fire departments. **E**
- Check properties and grounds for fire hazards and combustible materials; extinguish small fires. **E**
- 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. **E**
- Prevent illegal parking, tampering with vehicles and loitering in District parking lots; assist with traffic and crowd control at sporting and special events as assigned. **E**
- Prepare and maintain a variety of records and reports related to incidents, issues, hazards and other assigned activities. **E**
- Communicate with District staff and a variety of outside agencies to receive and exchange information, resolve issues and coordinate activities. **E**
- Operate a District vehicle; observe legal and defensive safe driving practices; operate a variety of safety equipment including a fire extinguisher, duty belt, handcuffs, and two-way radio, observing unit designators. **E**
- Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. **E**

- Serve as a dispatcher in the school safety communications center as needed to assure adequate coverage; operate a computer and assigned software including a Computer-Aided Dispatch (CAD) system. *E*
- Administer first aid or necessary physical assistance to ill or distressed individuals. *E*
- May attend and participate in legal proceedings of suspects.
- May assist school site personnel with the on-campus supervision of students as needed.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A District Security Officer, in uniform and armed, is on patrol responding to emergency situations and monitors District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire and theft. Incumbents in the classification have limited interaction with students and staff, do not issue citations, and must have completed the 832 Arrest and Firearms Course as mandated in the California Penal Code. Incumbents in this class do not require Peace Officer Standards and Training (P.O.S.T) certification.

EMPLOYMENT STANDARDS

Knowledge of:

Security and patrol methods, practices and procedures.
California Penal Code, Education Code, and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters.
Standard broadcasting procedures of a police radio system
Handgun use and safety measures.
Policies and procedures of local law enforcement and emergency agencies.
Security measures and devices.
Techniques of group and crowd control.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Operation and maintenance of safety and security equipment.
First aid and CPR.

Ability to:

Learn policies of the District's school safety and emergency preparedness program and the geographical layout of the District.
Learn District security and fire alarm systems.

Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.

Detect and report fire and safety hazards.

Qualify to use a handgun.

Observe and retain names, faces, and details of events or occurrences.

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

Apply and explain applicable laws, codes, rules, and regulations related to assigned activities.

Keep complete and accurate records and prepare clear and concise reports.

Operate safety and security equipment including a two-way radio.

Communicate effectively both orally and in writing.

Understand and carry out oral and written instructions.

Operate a computer and assigned software.

Operate a District patrol vehicle observing legal and defensive driving practices.

Establish and maintain effective working relationships with those contacted in the course of work.

Administer first aid and CPR.

Education and Training:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

Experience:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

Any other combination of education, training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification.

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation.

Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment.

Possession of a valid California Class C Driver's License is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.

WORKING ENVIRONMENT

Office and school site environment.

Outdoors and indoors.

Areas adjacent to school sites.

Community streets and roads.

Adverse seasonal weather conditions.

Driving a District vehicle to conduct work.

Exposure to dissatisfied or abusive individuals, confrontations, fights and use of hand weapons.

Emergency call out.

PHYSICAL DEMANDS

Visual field and depth and color.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read, prepare and proofread documents and perform assigned duties.

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment.

Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts.

Agility and strength to make apprehensions and to protect self from attack.

Sufficient strength to push and pull rolling and swinging security gates.

Walking and climbing stairs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/14/2016

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