



Class Code: 5014
Salary Range: 31 (C1)

SCHOOL SAFETY OFFICER

JOB SUMMARY

Under general supervision, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; 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 District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations. **E**
- Respond to and resolve calls for service; update dispatch on status of calls; investigate incidents and report criminal activity; report safety hazards observed at sites. **E**
- Respond to fire and intrusion alarm calls and determine if unauthorized entry or faulty operation of an alarm has occurred; turn alarm systems on and off and test for proper operation; summon and communicate with police and fire departments. **E**
- Initiate contact with individuals on District grounds or surrounding property to assure visitor authorization; detain persons suspected of criminal behavior; call local law enforcement when arrest is required. **E**
- Patrol areas adjacent to schools identified as locations of loitering by students and adults; request identification as appropriate; transport truant students to school; transport students home or to other locations as directed by the Office of School Safety. **E**
- Identify and intervene in conflicts between individual and groups of students or others and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**

- Facilitate and participate in discussions with individual students, parents and school staff for the purpose of channeling student activities into acceptable behavior, good attendance and academic achievement. ***E***
- Conduct searches of student lockers and property; confiscate inappropriate items; issue referrals to the Los Angeles County Probation Citation Diversion Program or other community based resources to students for various juvenile offenses including petty theft, possession of illegal substances, battery and other penal and education code violations. ***E***
- Communicate with students, administrators, staff and the public to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus and within the community. ***E***
- Respond to a wide variety of emergency situations at or near school sites including Assess Communicate and Take Action (A.C.T.) button activations; administer first aid or necessary physical assistance to ill or distressed individuals. ***E***
- Record activities and incidents that occur on assigned shifts; prepare incident reports and notify dispatch; respond to and investigate traffic accidents involving District vehicles; complete safety checklists for assigned District vehicle. ***E***
- Operate a District patrol 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***
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. ***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-Aided Dispatch (CAD) system; operate a computer and assigned software. ***E***
- May attend and participate in legal proceedings of suspects.
- 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 School Safety Officer, in uniform and armed, is on patrol throughout the District or may be assigned to a school site to provide safety and protection to students, staff, equipment and property and assure compliance with applicable laws, codes, rules and regulations. An incumbent demonstrates sensitivity to and awareness of the behavior and perceptions of adolescents in communicating and enforcing school District rules and regulations and California penal and education codes. Incumbents work closely with site administrators by assisting in promoting a positive, productive and safe campus climate and appropriate student behaviors.

EMPLOYMENT STANDARDS

Knowledge of:

Subject matter taught in the California Peace Officer Standards and Training (P.O.S.T.) basic academy.
Applicable laws, codes, rules and regulations related to assigned activities.
General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Interpersonal skills using tact, patience and courtesy.
General conflict resolution techniques.
Techniques of group and crowd control.
Handgun use and safety measures.
Patrol and security methods and procedures.
Policies and procedures of local law enforcement and public safety agencies.
District alarm and intrusion systems.
Operation of a variety of safety equipment including a two-way radio.
First aid and CPR.
Operation of a computer and assigned software.

Ability to:

Model a relational and collaborative approach to interacting with students, staff, local law enforcement, public safety agencies and the public.
Learn the policies of the District's school safety and emergency preparedness program.
Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Observe and retain names, faces, and details of events or occurrences.
Qualify to use a handgun.
Control behavior of students and others in a wide variety of situations.
Keep complete and accurate records and prepare clear and concise reports.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Build positive relationships and strengthen student engagement.
Understand adolescent behavior and be a positive role model to adolescents.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.
Meet schedules and timelines.
Intervene physically in confrontations and restrain individuals as appropriate.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Operate a variety of safety equipment including a two-way radio.
Operate a District patrol vehicle observing legal and defensive driving practices.
Operate a computer and assigned software.

Education and Training:

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

Experience:

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly desirable.

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

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

Valid California Class C driver's license.

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 must complete 24 hours of accredited training per calendar year. Training is at the District's expense.

Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range.

Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

WORKING ENVIRONMENT

Office and school site environment.

Outdoors and indoors.

Areas adjacent to school sites.

Seasonal heat and cold or adverse weather conditions.

Contact with dissatisfied or abusive individuals.

Exposure to physical confrontations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials and perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer and safety equipment.
Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts.
Sufficient agility and strength to lift or restrain students or other individuals and protect self from physical harm.
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

Per Board of Education resolution 071805-B, effective July 18, 2005, this classification has been designated as a police class. 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: 08/1994
Revised: 9/14/2000
Revised: 4/11/2002
Revised: 6/19/2003
Revised: 5/5/2005
Revised: 7/13/2006
Revised: 9/21/2006
Revised: 2/19/2015
Revised: 12/10/2015
Revised: 06/17/2021