

# **2023-24 Security Manual**

## **Standard Operating Procedures**



**Fabens Independent School District**  
821 NE "G" Avenue, Fabens, TX 79838

**Revised:** May 19, 2023

**Approved by:** Dr. Veronica Vijil (Superintendent)  
Michael Perez (Director - Safety & Security)

## **Security SOP**

This manual is a supplement to, and not a replacement for, District regulations, Board policies, and other rules and procedures.

The manual is maintained by the Security Manager and approved by the Director of Safety and Security, who is responsible for its currency and for distributing all revisions and replacement pages to the persons designated below.

### **Distribution List**

Board Members

Superintendent

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Assistant Superintendent Leadership, Assessment, Curriculum and Instruction

Security Officers

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## **1.0 ORGANIZATION: STRUCTURE AND FUNCTION**

### **1.1 NOMENCLATURE**

#### 1.1.1 Department

The operational unit of the School District directly charged with providing campus security services is formally designated as the SECURITY DEPARTMENT.

#### 1.1.2 Personnel

Personnel assigned to this department are known as Security Officers. (See section 5.0 for job descriptions.) The department shall have a complement of 7 full-time security officers and 8 part-time security Crossing Guards.

### **1.2 REPORTING STRUCTURE**

#### 1.2.1 Chain-of-command

Departmental personnel report to the Security Manager, who reports to the Director of Technology Safety and Security and , who, in turn, reports to the Superintendent.

Use of chain-of-command is mandatory. All Security Officers are subordinate to the Director of Security and the Security Manager . Security Officers are subordinate to all ranks above their position. Security Officers receive both standing orders and directives from direct-line supervisory personnel in this chain-of command and from no one else. The only exception is in the case of an emergency. (1.3.3.3).

Given the nature of the task performed by the Fabens Independent School District Security Department, especially the enforcement of the school districts policies and procedures , some district employees may feel they have the prerogative of directing a Security Officer to take specific action. Security Officers should treat these unauthorized directives as requests, similar to other non-emergency requests for departmental services, receive them politely and in a very professional manner and then exercise judgment in fulfilling the request and taking action. If a Security Officer is unsure of what action to take, he or she should consult with a direct line supervisor.

#### 1.2.2 Structural Status

The Security Department is a distinct subdivision of the office of the Fabens Independent School District Superintendent.

Director of Safety and Security

Security Manager

1st Sergeant

Sergeant

Corporal

Security Officers

Crossguards

### **1.3 MISSION**

#### 1.3.1 Basic Responsibilities

The Fabens Independent School District Security Department is charged with first line responsibility to:

a. Assure the safety of all students, including district employees and district staff along with guests and visitors to all campuses;

b. Assure the safety, security, and protection of district property, including buildings, grounds, equipment, and other assets of the district, as well as non-district property located temporarily or permanently on district grounds;

c. Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within the legal limits of the department's authority.

### 1.3.2 Basic Duties

In fulfilling these three primary responsibilities (protection of persons, protection of property, and emergency-response services), the duties of Security Officers include, but are not limited to, the following:

- a. Patrolling campus grounds, either on foot or in an authorized district vehicle;
- b. Conducting regular checks and inspections to insure building safety and security;
- c. Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;
- d. Assisting all persons to comply with all district regulations and rules of conduct while on campus, including;
- e. Providing security coverage for special district and non-district functions as assigned by a direct-line supervisor;
- f. Providing crowd control when necessary and as assigned by a direct-line supervisor;
- g. Responding to requests for routine departmental services (e.g., unlocking a classroom for a person authorized to enter);
- h. Entering school buildings and walking the hallways on an hourly basis to confirm his/ her presence and to assure the safety for all teachers, staff and students;

While on duty, Security Officers will be on constant patrol and vigilance. If all is secured and safe, the officer on duty will proceed to patrolling and walking around to make a presence and never sit for an extended period of time, unless the direct duty calls for this. The Security Officer will always be ready to act on an emergency or a call for assistance.

Bank Deposit Duty: Security Officers will deliver bank deposits when called and must be accompanied by a second officer or office personnel for accountability purposes.

### 1.3.3 Basic Authority and Limits

Security officers have the authority to enforce district rules and regulations and consult with School Resource Officers' for incidents related to law enforcement.

#### 1.3.3.1 Citations

Security Officers are authorized by the district to issue written parking warnings, such warnings may be issued to any person, employee or non-employee, student or nonstudent, who violates parking regulations on district property; and violators receiving such warnings are subject to losing parking privilege's or other disciplinary actions by Campus Administration. School Resource Officers or Sherriff department will issue citations.

Vehicle without proper parking decals that are parked in no-parking areas (in handicapped slots, in loading zones, beside fire hydrants, on grass, on sidewalks, in reserved parking areas, etc.) shall normally have a parking citation issued by School Resource Officer or Sherriff Department and may be subject to being towed at the owner's expense.

### 1.3.3.2 Identification

Security Officers are authorized to request to see the identification of any person on campus property, whether that person is an employee or non-employee, student or non-student. Any district employee or student who refuses to comply with a Security Officer's request for identification is subject to disciplinary action by the District Administration.

### 1.3.3.3 Emergency Authority

In case of emergency, when no direct-line supervisor is immediately available, any senior Security Officer on the scene shall assume responsibility for the situation and shall function in place of a direct-line supervisor until he latter arrives to take charge. (For present purposes, "senior Security Officer" refers to any District Administrator.) In the absence of a direct-line supervisor or a senior Security Officer, the Security Officer on the scene shall assume responsibility for the situation; and all other persons on the scene, employees and non-employees, students and nonstudents, are expected to comply with the Security Officers directives. Any district employee or student who refuses to comply is subject to disciplinary action by the Central Administration.

### 1.3.3.4 Complaints

Since Security Officers do not create district policies and procedures and regulations, instead help to enforce and ensure compliance with them, they should not enter into heated debates, arguments, or any other uncongenial exchanges with persons who have been issued citations or have been otherwise reminded by a Security Officer of the obligations to comply with regulations. Those who wish to complain about or contest an action of a Security Officer should be politely referred to the appropriate administrator (see section 2.2.2). Security Officers must at all times be aware that they are representatives of the district and must treat all persons with courtesy and consideration, regardless of provocation. At no time shall a Security Officer behave in an unseemly manner or use harsh or foul language. As an uninformed representative of the district, the Security Officer must be a model of correct behavior.

### 1.3.3.5 Restrictions

Fabens Independent School District Security Officers are not commissioned officers and may not carry firearms. Only those officers who are certified to carry a defensive weapon and have been trained in the "Applications of Pressure Points, Take Downs and Handcuffing" have the power to detain individuals. Security Officers will use the least amount of force necessary in any situation except for self-defense or the defense of others is discouraged. Both categories (level II and level III) of officers are expected to enact their duties in accordance with local, state and federal laws.

## **2.0 CODE OF CONDUCT**

### **2.1 RESPECT FOR CHAIN OF COMMAND**

#### 2.1.1 Unity of Purpose

The Administration and operation of the Security Department shall not be subject to division or to expressions of contempt. Officers, therefore, shall not dispute or disagree publicly with the directives and decisions of supervisory personnel or the policies and procedures and regulations of the district.

Security Director and Security Manager shall sustain and support all Security Officers when acting in good faith in performing their duties, and Supervisors shall not belittle or refuse assistance to Security Officers when a request is made in good faith concerning the efficiency or improvement of services or performance of the Security Department or its personnel.

#### 2.1.2 Rank Alignment/Representation

The Security Supervisor serves as representative of and advocate for the Security Officers and the department in interactions with the Director of Safety and Security and serves in a similar capacity in interactions with the Fabens Independent School District Superintendent.

Rank Alignment: Security Officers will be able to advance in rank within the department if the officers have demonstrated a good standing record with no disciplinary infractions or written warnings in their employment file as follows in a K-12 public education entity:



1st Sergeant (12 years of service or more)  
Sergeant ( 8 years of service)  
Corporal (4 years of service)

### 2.1.3 Disciplinary Action

No supervisor shall impose disciplinary action or make disciplinary assignments unless such action or assignment is part of a disciplinary decision made by the Director of Security and Department of Human Recourses with proper authority in compliance with the district's disciplinary measures and procedures.

## **2.2 PUBLIC CONTACT**

### 2.2.1 Demeanor

Security Officers shall be visible but not obtrusive.

Security Officers shall be courteous in the performance of their duties, they shall exercise patience and discretion, and shall not engage in argumentative discussions regardless of provocation. Officers shall not use coarse, violent, profane, insolent or sarcastic language or gestures and shall not express or by word or deed indicate prejudice concerning race, religion, politics, national origin, age, lifestyle, or other personal or group characteristics.

Security Officers must realize that their highly visible public position carries special responsibilities and that the uniform they wear grant them no privilege to be abusive or vindictive in executing their duties. Security Officers shall be firm but courteous with all persons, respectful toward superordinate, and diligent, but fair, in the performance of their duties.

### 2.2.2 Requests and Complaints

When someone asks for assistance, registers a complaint, or makes a report either by telephone or in-person, all Security Officers shall obtain all pertinent information in an efficient, courteous manner and shall act upon these matters promptly, judiciously, and in accordance with district and departmental procedures.

Officers shall not attempt to dissuade anyone from lodging a complaint against any officer, the department, the district, or any employee of the district. Complaints shall be recorded and forwarded to the Director of Safet and Security.

### 2.2.3 Conformance to Laws and Regulations

Security Officers shall obey all laws of the United States and of any state or local jurisdiction in which the Officer is present. Conviction of a violation of any law shall constitute evidence of a violation of the district's rules of conduct for Security Officers.

Officers shall not commit any act or omit any act that constitutes a violation of law, a violation of any policies and procedures of the district, or a violation of any legitimate directives or orders issued through the proper chain of command.

### 2.2.4 Public Statements and Appearances

Security Officers shall not address public gatherings, publish written materials, act as correspondents to news media, release or divulge any information about the district or the department, or in any way represent himself/herself or themselves as a spokesperson for the district or department without prior permission from proper district authority and the Superintendent.

### 2.2.5 Neglect of Duty

Security Officers shall not engage in any activity or personal business that interferes with the performance of their duties or causes them to neglect or be unattentative to their duties.

### 2.2.6 Leaving Duty Post

Security Officers shall not leave the district grounds during their duty shifts unless authorized by a Supervisor. Security Officers may leave the district grounds for food but it must be brought back and consumed on campus unless authorized by an immediate supervisor approves to be consumed at the place of business. No officer will wear their issued uniform in any public place unless it is for an authorized district event or gathering.

### 2.2.7 Sleeping on Duty

Security Officers shall remain awake and alert on duty. Officers who are unable to do so shall report to their supervisor, who shall determine the proper courses of action. Officers found to be sleeping on duty shall be subject to disciplinary action by the Director of Safety and Security.

### 2.2.8 Use of Tobacco

Security Officers may not smoke tobacco or vape when in uniform. Use of chewing tobacco or dipping snuff while on duty is prohibited.

### 2.2.9 Use of Alcohol

Security Officers shall not possess or use alcoholic beverages while on duty or when in uniform. The odor of an alcoholic beverage on a Security Officer's breath or clothing shall be reasonable evidence that the Officer is unfit for duty and subject to disciplinary action by Director Safety and Security.

### 2.2.10 Possession and use of Drugs

Security Officers shall not possess or use any controlled substances, drugs, narcotics, or hallucinogens except those prescribed by a physician. When such substances are prescribed, Security Officers shall notify their Supervisor prior to beginning their tour of duty. Should the supervisor determine a Security Officer to be incapacitated, unfit to operate a motor vehicle, or otherwise unable to perform security duties, the supervisor will advise the Director of Safety and Security and he shall place the Security Officer on sick leave until a further determination of action can be made by the Director of Safety and Security, who shall do so by consulting the Department of Human Resources.

### 2.2.11 Political Activity

Security Officers when on duty or in uniform shall not engage in political activity on behalf of or against any candidate or political issues.

### 2.2.12 Personal Correspondence

Security Department personnel shall not use departmental or district letterhead or other stationery for private correspondence.

### 2.2.13 Use of Position to Gain Privileges

Security Departmental personnel shall not use their official positions or employment with the district to secure unwarranted privileges or exemptions for themselves or others, nor shall they give the appearance of doing so.

### 2.2.14 Reward for Services

Security Departmental personnel shall not seek or accept any money, gift, gratuity, reward, or additional compensation for any service rendered or for injury, damage, or expense incurred in the line of duty except by filing a formal requisition through normal District channels and the Department of Human Resources.

### 2.2.15 Respect for Notices

Security Departmental personnel shall not deface or alter in any way any notice posted by the department. No notice of a derogatory nature shall be posted at any time.

### 2.2.16 Radio Discipline

Security Departmental personnel operating radio equipment shall limit communications to official business and shall observe proper radio etiquette, as well as any applicable local, state, and federal policies and regulations for proper radio conduct.

### 2.2.17 Visibility

Security Patrol Officers while on duty shall not sequester themselves, nor shall they conceal themselves except when assigned to do so, for security purposes. Security Officers shall be immediately and readily available to the public during duty hours.

### 2.2.18 Gambling

Security Officers shall not engage in any games of chance or other gambling activities, legal or otherwise, while on duty or in uniform.

### 2.2.19 Locked Cars

Security Officers shall not use or lend the use of a Slim Jim, or other manufactured or makeshift devices (such as a coat hanger) to unlock a car door. Students, staff, or visitors who have locked their keys in their cars shall be assisted by directing or escorting them to a public or a district phone to allow them to call a friend, relative, or road service for help. In the event of inclement weather or other adverse conditions, Security Officers shall attempt to find safe shelter for such persons to use as a waiting area until help arrives.

### 2.2.20 Dead Batteries

Security Officers shall not use or lend the use of jumper cables to students, staff, or visitors to start their vehicles. Such persons shall be assisted by directing or escorting them to a public or a district phone to allow them to call a relative, friend, or road service for help. In the event of inclement weather or other adverse conditions, Security Officers shall attempt to find safe shelter for such persons to use as a waiting area until help arrives.

## **2.3 USE OF DEFENSIVE WEAPONS**

### 2.3.1 Use of Security Equipment

Security Officers will undergo formal training in the use of all self-defense-issued equipment so that they can be formally certified to carry security equipment.

### 2.3.2 Identified Stages of Intervention

In general, four stages of intervention may be identified. These stages are:

- a. Presence: many times an officer's mere arrival at a scene is sufficient to neutralize the situation.
- b. Oral Communication: a Security Officer may be able to bring an unruly situation under control through calm, authoritative conversation with the individual parties.
- c. Unarmed Physical Contact: in some cases, the Security Officer may need to separate parties involved in an altercation or to restrain a party individual physically.
- d. Law Enforcement: Obtain immediate support from School Resource Officer or Sheriffs Department.

### 2.3.3 Intervention Justification

Anytime a Security Officer restrains an individual, he or she shall file a report explaining and justifying the action. This report shall be submitted to the immediate supervisor and shall be reviewed by both the Director of Safety and Security and Administration; and if, in their judgment, the Security Officer is found to have acted without sufficient justification, the Security Officer shall be subject to disciplinary action by the Director of Safety and Security and the Department of Human Resources.

## **3.0 DUTIES AND RESPONSIBILITIES**

### **3.1 EQUIPMENT AND DRESS**

#### **3.1.1 Responsibility for District Issue**

Equipment, uniforms, and accessories furnished by the Security Department to a Security Officer, is the responsibility of each individual Security Officer to maintain and take care of any item issued to them. Damage or wear incurred in the line of duty shall be corrected at the expense of the Security Department. Damage resulting from an individual Security Officer's improper use, negligence, loss, or abuse shall be repaired/replaced at the expense of the individual Security Officer.

#### **3.1.2 Notification of Damage**

All Security Officers shall, without delay, bring the need for replacement or repair of equipment, uniforms, and other Security Department property to the attention of the Supervisor. Such notification shall be in writing, using the Security Department Incident Form, stating clearly the reason that replacement or repair is needed.

#### **3.1.3 Surrender of Property**

Security Departmental personnel shall surrender all departmental or district property in their possession upon separation from the Security Department or upon order of the Director of Safety and Security. Failure to return nonexpendable items may obligate the person to reimburse the district for the fair market value of such items.

#### **3.1.4 Uniforms and Personal Equipment**

Regulation uniforms for Security Officers consist of the following standard issues:

a. Headgear: (none, except in inclement weather (tan or navy blue with district logos) Department issued only.

b. Shirts: navy blue, long sleeve or short sleeve

c. Trousers: ankle length, navy blue or tan

d. Belt: black department issue only

b. Security badge

c. Security windbreaker/jacket

Winter jacket: departmental issue, Shoes shall be plain, tan or black, either low-quarter, ankle length, or boot length. Socks shall be either black or dark blue. (Shoes and socks are purchased by the individual officers; they are not issued by the Security Department.) Shoes shall be in good repair and polished when officers report to duty. Tee shirts must be worn, they must be plain white. Regulation summer B.D.U. shorts with work boots or work shoes will be allowed to wear in the summer only.

Personal equipment, considered part of the uniform, consists of the following standard issue:

a. Flashlight: Stream light rechargeable flashlights with charger, and at their option and their own expense, carry smaller flashlights.

b. Handcuffs and case: handcuffs may only be used as a last resort for detainment when all other means to control a dangerous or violent person have been exhausted.

c. Badge: departmental issue only.

d. ID card: with employee picture and name on it.

e. Baton: Can only be carried by a level 3 security officer and used as a last resort for protection.

Uniforms must be worn at all times while on duty. Exceptions for Fridays and Special Event days are at the Supervisor's discretion and approved by the Director of Safety and Security.

### 3.1.5 Personal Grooming

All Security Officers, male and female, will report for duty properly groomed, with particular attention to the following:

a. Neat Haircut: Security Officer must appear neat and presentable.

b. Facial Hair: the district allows beards and mustaches provided they are neat and well-trimmed. Partial growth (i.e. stubble) is not acceptable; Security Officers without neat, well-trimmed facial hair must report for duty freshly shaven.

c. Jewelry: bracelets, and necklaces are not worn while on duty; medical bracelets, a watch, a wedding band, and one other ring may be worn while on duty.

d. Female Officer are allowed to wear earring, studs and small earrings only. Female Officers will need to wear their long hair in a bun and no long extensions on fingernails will be allowed.

e. All tattoos must be covered and not visible.

## 3.2 PATROL VEHICLE

The Security Department shall maintain in good repair patrol vehicles along with having a clean unit inside and out. Inspections of the Security Units will be conducted by the Security Supervisor and Director of Safety and Security.

### 3.2.1 Equipment

Legal equipment inside Fabens Independent School Security Department vehicles may include:

a. Two-way radios,

b. Stream light flashlight

c. Any other equipment that may be authorized by the Security Supervisor and approved by the Director of Safety and Security.

### 3.2.2 Inspection of Patrol Vehicles

Each officer shall inspect the patrol vehicle, both interior and exterior, prior to placing the vehicle in operation. All Officers assigned to a patrol vehicle will fill out a vehicle log at the start of their shift. Any damage or uncleanliness shall be orally reported immediately to the supervisor.

### 3.2.3 Operation of Vehicles

Officers shall operate patrol vehicles in a careful, prudent manner and shall obey all laws and departmental regulations regarding their operation. Loss or suspension of a driver's license shall be immediately reported to the Security Supervisor and the Director of Safety and Security. Any Security Officer who does not possess a valid driver's license may not operate a District Security vehicle or any other District vehicle, either on campus or off campus.

District Security vehicles are not official emergency vehicles, and operators of these vehicles are not granted the privileges accorded to drivers of emergency vehicles.

### **3.3 OTHER DEPARTMENTAL EQUIPMENT**

#### **3.3.1 Care of Batteries**

Nicade batteries tend to acquire a memory for reduced life cycle if not properly charged. For example, a battery in use for one hour and then replaced in the charger, will eventually, after repeated one-hour uses and recharges, have an operational life of only one hour. Therefore, batteries must be used to the fullest (usually a complete eight-hour shift) before being placed in the charger to assure maximum capacity at all times.

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### **3.4 DUTY SCHEDULE AND FITNESS FOR DUTY**

#### **3.4.1 Reporting for Duty**

Officers shall report for duty at the assigned time and place and shall be physically and mentally fit to perform duties. They shall be in complete and proper uniform, shall be properly equipped, and shall be fully aware of all information required for performance of duty so that they may immediately assume their assignments.

#### **3.4.2 Fitness and Unsatisfactory Performance**

Officers shall maintain physical and mental competency to perform their duties properly and execute the responsibilities of their positions. Unsatisfactory performance shall include, but shall not be limited to, lack of knowledge of the application of laws, rules, and regulations; unwillingness or inability to perform assigned tasks; failure to conform to work standards; failure to take appropriate action within their realm of responsibility; absence without leave; disorderly behavior or misconduct on duty; or repeated infractions of rules, regulations, or directives.

#### **3.4.3 Notification of Illness or Injury**

Officers unable to report for work due to illness or injury will advise 3 hours prior to the start of a duty shift. Any Security Officer injured on duty shall comply with standard district procedures for reporting such incidents.

#### **3.4.4 Familiarization with Current Orders**

Before beginning a tour of duty, Security Officers shall acquaint themselves with all matters affecting the execution of their duties. Each day, all supervisors, Security Officers -- shall be de-briefed by the outgoing officer(s) on the events that occurred on his/her shift. The incoming Officer will be notified of any special events or assignments for the day.

#### **3.4.5 Meals**

Officers shall be permitted to suspend patrol or other routine activities for a 30 minute lunch meal, subject to an immediate emergency call at any time. Officers may take their meals in the departmental office, the campus teachers' lounge, or any facility within the confines of the campus grounds. Officers may leave school grounds for lunch if authorized by the Supervisor and Director of Safety and Security.

#### **3.4.6 Holidays**

Security coverage on holidays we will be scheduled by the Security Supervisor. Any conflicts not resolvable by the Supervisor are referred to the Director of Safety and Security. Pay for working holidays is governed by District Regulation.

#### **3.4.7 Vacation**

All vacations must be submitted 2 weeks prior. All vacations are scheduled by the Security Supervisor. Any conflicts that are not resolvable by the Supervisor are referred to the Director of Safety and Security.

#### **3.4.8. Leaves**

Sick leave, personal days, and other absences are governed by the District regulations.

#### **3.4.9 Overtime**

Overtime assignments are scheduled by the Security Sergeant . Any conflicts not resolvable by the Security Sergeant are referred to the Security Supervisor . Overtime pay is governed by District Regulation.

### 3.4.10 Work Hours – District Main Campus (all)

Shifts: Normal Monday through Sunday shifts are as follows:

1st Shift, Standard Day Shift: 08:00 AM - 04:30 PM

2nd Shift, Standard Swing Shift: 03:30 PM - 11:59 PM

3rd Shift, Standard Night Shift: 12:00 PM - 08:30 AM

Normal weekend shifts are as follows:

1st Shift, Saturday Weekend Day Shift: 07:00 AM - 3:30 PM (Extended hours may need to be done if an event needs coverage or a building needs to be secured beyond this regular shift.)

1st Shift, Sunday Weekend Day Shift: 07:00 AM - 03:30 PM (Extended hours may need to be done if an event needs coverage or a building needs to be secured beyond this regular shift.)

### 3.4.11 Staffing during Shifts

Campus Security Officers during the week with one floating officer and one Security Officer during the weekends.

## 3.5 REPORTS

### 3.5.1 Timeliness and Completeness of Reports

Officers shall submit all reports within 3 days of incident and in accordance with established procedures. Reports shall be truthful and complete. No Officer shall knowingly enter any inaccurate, false, or improper information in any report, oral or written. Reports for any incident related to security must be completed.

### 3.5.2 Reporting Internal Violations

Security Officers shall report to their Security Supervisor of any and all information that comes to their attention indicating or suggesting that any member of the department has violated or intends to violate any law, rule, regulation, or directive. The Security Supervisor may direct the reporting Officer to submit a written report or to keep the matter confidential to allow the supervisor to consult with Director of Security..

### 3.5.3 Investigation of Alleged Misconduct

Internal investigations, under the supervision of the Director of Security along with Security Supervisor, shall be conducted whenever criticisms or complaints are made against the Security Department or its Security personnel regarding alleged misconduct, harassment, intimidation, discourtesy, or any other behavior potentially in violation of law or District policies or procedures. Investigations of cases that might result in criminal prosecution shall honor those rights accorded all citizens of the State of Texas in such circumstances. If evidence supporting a criminal complaint is found, the investigation shall be directed to the Sheriffs Department that has jurisdiction over the campus.

### 3.5.4 Accident Investigations

Any on-campus vehicle accident shall be investigated by the Security Department, Sheriffs Department that has jurisdiction over the campus. Any on-campus auto accident involving a District employee and a non-employee (including students) shall be investigated by the same agency's.

### 3.5.5 Internal Accidents Involving Patrol Vehicles

Officers involved in any district patrol-vehicle accidents with other District-owned vehicles or with vehicles owned or operated by district employees shall immediately notify the Security Supervisor and file a written report. The Security Supervisor shall arrange for an investigation. Accidents involving the Security Supervisor shall be investigated by the Director of Safety and Security or, at his discretion, by Law enforcement.

### 3.5.6 Incident Investigations and Reports

All unusual incidents, irregularities, or suspicious incidents shall be reported and a report entry made. Examples include, but are not limited to, injuries, damage to district property, suspicious persons or vehicles, and faculty or other district employees on campus or in buildings after hours who have not registered with the Security Department.

While the Security Department is prohibited from conducting criminal investigations, it shall be responsible for securing information on incidents of loss, vandalism, injury, and potential or actual hazards on campus property.

#### 3.5.6.1 Interviewing.

Upon report or discovery of theft, injury, vandalism, etc., the Security Officer receiving the report or making the initial discovery shall be responsible for interviewing staff and others and students will not be interviewed without an Assistant Principal present. concerning the incident, unless otherwise directed by the Security Supervisor or Director of Security.

#### 3.5.6.2 Filing Reports

The Officer making inquiries regarding on-campus incidents shall be responsible for submitting a written Incident Report containing the names of individuals interviewed; dates, times, and locations of interviews; information acquired; and the relationship, if any, to other similar incidents.

#### 3.5.6.3 Suspicious Incidents and Infractions.

Security Officers shall prepare Incident Reports on all matters commonly accepted as "suspicious" or infractions of policies and procedures. Examples include, but are not limited to, unauthorized persons found on campus after normal closing; vehicles left unattended on district property for extended periods of time; district employees or students discovered in classrooms, restricted areas (such as labs), or other facilities without authorization or without having logged in with the Security Department; facilities found unsecured that previously had been secured; and unattended equipment left in a hazardous state (such as electrical equipment not switched off).

#### 3.5.6.4 Hazardous Conditions.

Security Officers shall be responsible for reporting any condition or hazard to the general health, safety, and welfare of the district community. Verbal notification of such conditions shall not normally be sufficient of itself and shall be followed by a written report. Examples of such conditions include, but, are not limited to, trees or shrubbery blocking vision or signage; spills, debris, or other conditions (such as icy walkways) that might cause falls or other injuries; water leakage or accumulation that might jeopardize electrical systems or cause damage to district property; broken or low-hanging limbs that might impede vehicle or pedestrian traffic or might fall and injure individuals or damage property.

### **3.6 SECURITY OF BUILDINGS**

To maintain proper security and allow custodial staff to maintain cleaning schedules, all buildings shall be cleared and external doors locked after the dismissal of the last class and following periods of scheduled activity in individual buildings on weekends and holidays. All district personnel must leave buildings by designated closing times in accordance with their work schedule (ex: 8 am to 5 pm) unless they have received permission from a district Administrator to remain on the premises. In any case, the Security Officer shall note any district employee who remains in a building after their scheduled work time.

When special events such as registration, theater rehearsals or productions, meetings, social activities, or other events necessitate the use of district facilities after designated closing times, the district employee responsible for the event shall notify the Security Department of the nature of the event, the facilities to be used, and special services or Security personnel needed and show proof of the Facility Request signed by the authorized personnel. After all the daily function's of the day , it is the responsibility of the Officer on duty to assure that all lights are off and all buildings are secured.

#### 3.6.1 Passes/ID's for Students (Secondary) Staff (Issued ID's)

All secondary students are required to have a visible student ID while on campus. If a student is not wearing an ID, direct them to the administration to obtain one. All staff members are also required to have a visible staff ID. If they do not



have an ID report them to the campus administration or their immediate supervisor. Secondary Campus Security will work with campus administration to make sure all students in hallways or events during school hours on campus have passes and the correct permission to be out of class.

### **3.7 ISSUANCE AND CONTROL OF KEYS**

Requests for keys will be made in writing to the Security Department by the department supervisor on behalf of full-and part-time personnel within that department.

Request for keys will be approved or disapproved by the Director of Safety and Security within three days of their receipt by the Security Department or Department Supervisor. The Security Director's approval is indicated by the signature on the form, which is sent to maintenance. Maintenance will cut the key and forward it to the Security Department within three days of receipt of the authorization to proceed.

The Security Department will notify the department supervisor within three days of receipt of the key that it is ready for pick up. If the key is not picked up, by the employee, within ten working days of this notification, it will be returned to Maintenance.

If the Security Director denies a request for a key, he/she will notify the person making the request within three working days of this decision. Notification, which will include a reason for the denial, will be in writing on the original request form, or by email.

The Security department secretary will keep a key log (either electronically or by hand) indicating the following: name of the department supervisor to whom the key was issued, date of issue, department supervisor's position, name of the department, and physical facilities to which key allows access. When the key is returned, the date of the return will also be noted in the log. For un-returned keys, the date of return will remain blank in the key log, and will be charged the fee on the contract that was signed.

Persons terminating employment at the district, taking sabbatical or other long-term leave, etc., will return their keys to the point of issuance (either the Security Department or the department supervisor).

Lost keys will be reported in writing to the Security Department and, if applicable, the Department supervisor. Replacement of lost keys shall be made at the discretion of the supervisor and a fee determined by the Director of Security Management aligned to the contract signed.

Accountability for keys shall remain the responsibility of the person whose name appears in the Security Department's central key log as the person to whom it was issued. Individual key holders may not transfer or lend their keys to students, family members or acquaintances.

### **3.8 PERMIT PARKING**

#### **3.8.1 Decals (Stickers) (Secondary)**

Automobile decals for parking in staff or student lots are issued by the Security Department, which maintains two parking-decal logs, one for students and one for staff, each containing the following information: decal number; name of the person whom the decal was issued; make; model; year; and license number of vehicle.

An initial maximum of one parking decals shall be issued to each person. Lost decals shall be reported in writing to the Security Department and shall be replaced at the discretion of the Security Officer and a fee determined by the campus Administrator. When a motor vehicle bearing a District parking decal is sold or traded, the decal shall first be removed and notification shall be made to the Security Department that the vehicle is no longer entitled to park on campus. If the decal cannot be entirely removed or if the decal number is not clear on the portion that has been removed, the person to whom the decal was originally issued shall notify the Security Department of the number so that it may be deleted

from the authorized list in the parking-decal log. When a staff member acquires a new vehicle, a parking decal for that vehicle will be issued by the Security Department at no charge.

When a student acquires a new vehicle, he/she will advise the Security Department so the license number and make of the vehicle can be registered in the log.

### 3.8.2 Handicapped Decals

Permanently disabled students and staff may obtain decals that permit them to park in zones restricted to handicapped individuals. These decals are obtained by prescription from a medical doctor and purchased at the County Courthouse.

### 3.8.3 Temporary Parking Permits (Secondary)

Students and District employees, full- and part-time, who need to may apply for a temporary parking permit by making a request to the Security Department. Temporary permits shall note the beginning and ending dates for which they are valid. The Security Department will maintain a log of these permits.

Temporary permits shall be displayed on the dashboard of the vehicle and shall be clearly visible through the windshield.

## 3.9 TRAFFIC SUPERVISION

### 3.9.1 Traffic Control

The Security Department is responsible for monitoring all parking facilities on district property.

When traffic congestion develops on campus, Security Officers shall be responsible for directing traffic until the congestion is cleared.

### 3.9.2 Vehicle Stops

On-campus drivers who violate posted speed or traffic-control signs may be stopped, on district property only, for the purpose of identification or to issue a verbal or written parking violation. Security personnel shall drive in a safe and prudent manner, observing posted speed limits, and maintain control of the security vehicle at all times. Security personnel shall follow the vehicle in question and make contact with the driver after he or she has parked. When the Security vehicle is directly behind the vehicle, the Security Officer shall use his or her horn to signal the driver. An attempt to perform a vehicle stop shall be discontinued when any vehicle is exceeding the speed limit or when the stop cannot be completed on district property. In such cases, the Security Officer shall note the license-plate number of the vehicle. This information shall be forwarded to the Campus Administrator and the campus S.R.O. , who shall send a letter to the owner advising him or her of the violation and asking the owner to appear at the Administration Office for further investigation.

## 3.10 EMERGENCY PROCEDURES

Security Officers shall be thoroughly familiar with the district campus emergency procedures and shall be versed in their roles during emergencies or crises to include the following drills. Fire Drill, Secure, Evacuate, Shelter in place. Hold and Lockdown drill.

The Director of Safety and Security is responsible for the development and maintenance of a campus evacuation plan, and the Security Supervisor is responsible for training Security Officers to execute their defined responsibilities under this plan.

## 4.0 QUALIFICATIONS AND TRAINING

### 4.1 QUALIFICATIONS

#### 4.1.1 Required Qualifications

To be employed as a Fabens Independent School District Security Supervisor, a person must:

- a. be of age 21.
- b. Preferred four years of experience in security or 5 years working at School campus..
- c. High school diploma or equivalent (GED).
- d. Familiar with Methods and Techniques of maintaining security.
- e. Posses a valid Texas driver's license.
- f. Background check required.

To be employed as a District Full-time/Part-time Security Officer, a person must:

- a. Possess a high-school diploma or equivalent (such as a GED),
- b. Possess a valid Texas driver's license,
- c. Be at least 21 years of age,
- d. No criminal record.
- e. Prior Security experience preferred.
- f. Criminal background check required.

To be employed as a district Crossguard, a person must:

- a. High School diploma or GED (preferred)
- b. Basic knowledge of traffic safety regulations
- c. Ability to identify and respond quickly to traffic safety hazards
- d. Ability to communicate instructions effectively to both children and adults
- e. Ability to read, understand, and follow written instructions

#### 4.1.2 Preferred Qualifications

Persons entering District employment as Security Officers are to have the following qualifications or be provided the opportunity to acquire:

- a. Level 2 and 3 Security Officers Training course.

## 4.2 TRAINING

### 4.2.1 Entry-Level Training

All Security Officers are to be provided with a thorough orientation to the district, including programs, services, property, and grounds; the role and functions of the Security Department; and introductions to key personnel outside the Security Department.

## 5.0 JOB DESCRIPTIONS

### 5.1 POSITION DESCRIPTIONS

Succeeding pages contain the job descriptions for the following personnel:

#### 5.1.1 Security Cross Guard

#### 5.1.2 Security Officer

#### 5.1.3 Security Manager



## FABENS INDEPENDENT SCHOOL DISTRICT

**Job Title:** Crossing Guard (Part-Time)

**Exemption Status:** Non-Exempt

**Reports to:** Principal/Director-Technology, Safety & Security/Security Manager

**Employment Term:** 180 days

**Dept./School:** Assigned Campus

**Pay Grade:** 1 Auxiliary

### Primary Purpose:

Work under minimal supervision to assist children and others to safely cross the street at assigned intersections during designated hours.

### Qualifications:

#### Education/Certification:

High School diploma or GED (preferred)

Basic knowledge of traffic safety regulations

Ability to identify and respond quickly to traffic safety hazards

Ability to communicate instructions effectively to both children and adults

Ability to read, understand, and follow written instruction

#### Experience:

None

### Major Responsibilities and Duties:

#### Essential Functions

1. Assist children and other community members to safely cross the street at assigned intersections during designated hours.
2. Identify potential traffic safety hazards and respond quickly to protect children and avoid incidents.
3. Ensure a smooth and expedient flow of both vehicular and foot traffic.
4. Follow and uphold district safety requirements and report traffic violations and student misconduct in accordance with district procedures.
5. Reports license numbers of vehicles to the security coordinator when such vehicles violate speed or other traffic regulations which endanger the safety of school children.
6. Communicate safety and traffic rules to students and parents as needed.
7. Correct unsafe conditions when possible and report any conditions that are not correctable to supervisor as soon as practicable.
8. Follow district safety protocols and emergency procedures.
9. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations
10. Assist with custodial duties, as needed.
11. Any other duties as assigned.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Handheld traffic signs, traffic cones, reflective safety attire.

**Posture:** Prolonged standing

**Motion:** Constant walking, grasping/squeezing, wrist flexion/extension, reaching

**Lifting:** Light lifting (less than 15 pounds).

**Environment:** Work outside (prolonged exposure to extreme temperatures, sunlight, and humidity); constant exposure to noise and vehicle exhaust; work around moving vehicles and on slippery and uneven surfaces.

**Mental Demands:** Maintain emotional control under pressure; work with frequent interruption; may work alone.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



## FABENS INDEPENDENT SCHOOL DISTRICT

**Job Title:** Security

**Exemption Status:** Non-Exempt

**Reports to:** Director of Facilities and Operations

**Employment Term:** 241 days

**Dept./School:** Facilities and Operations

**Pay Grade:** 3 Auxiliary

### **Primary Purpose:**

The primary purpose of this position is to provide safety by supervising and inspecting the campus and to provide a safe environment for students and staff. Enforce policies, directives and standards of district and assisting in daily safety operations.

### **Qualifications:**

#### **Education/Certification:**

High School Diploma or GED

Valid Texas Driver's License

CPR Certified (Preferred)

Meets all Texas Education Agency requirements for Security Guard

Security Guard Level II Certification

#### **Special Knowledge/Skills:**

Demonstrates the ability to effectively communicate with district employees and the general public

Ability to clearly and accurately record information

Ability to follow verbal and written instructions

Ability to work effectively with youths and adults

Ability to communicate effectively

#### **Experience:**

2 years' experience with a school district or verifiable experience in a similar position with the state or any political subdivision of the state

Working knowledge of Texas Law that applies to public schools

Working knowledge of security cameras and alarm systems (preferred)

Working Knowledge in Emergency Operations Planning (EOP) (preferred)

### **Major Responsibilities and Duties:**

1. Patrols district buildings and grounds to prevent fire, theft, vandalism, and illegal entry.
2. Conducts patrol inspections of doors, windows, and gates to determine they are secure.
3. Investigate unauthorized persons on school property for questioning, routes or detains them, or calls police for assistance, according to emergency plan.
4. Sounds fire signal to alert fire department and school personnel in event of fire and assists in extinguishing fire.
5. Reports any unusual conditions or malfunctioning of heating, plumbing or electrical systems.
6. Patrols all school properties to detect unauthorized persons or vehicles; checks cars for parking authorization; determines if vehicles are parked in restricted areas; checks exterior lighting and emergency access routes.
7. Assists by implementing and documenting emergency management program, emergency operations plan (EOP), emergency drills, and campus safety audits.
8. Makes written reports of security violations and makes daily reports.
9. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.

10. Assists in helping Nurses, Counselors, staff, students, and parents with emergency calls, ensuring students are adhering to code of conduct, and advise parents on district policies and procedures relating to security.
11. Works collaboratively with police entities regarding illegal activity on campus and is responsible to document the incidents.
12. Assists school district contractors during K-9 searches and documents any incidents involving students, staff and/or property.
13. Assists in conducting facility emergency drills and safety and security audits, according to the district emergency operations plan.
14. Assists in setting-up campus evacuation routes and ensures all routes are clear and accessible to students and staff.
15. Utilizes campus camera system for surveillance of illegal activity and ensures all cameras are operable.
16. Serves as part of the campus behavioral threat assessment team.
17. Ensures students are in compliance of the student code of conduct.
18. Provides security services for district-wide events (i.e. athletics, fine arts and district events, graduations, etc.).
19. Participates in CPR, Stop the Bleed, CPI and other required trainings.
20. Upholds and adheres to safety rules and policies of the Fabens ISD safety program.
21. Supports the goals and objectives of the school district and follows all district policies.
22. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
23. Performs any other duties assigned by the Director of Facilities & Operations.
24. Provides optimal customer service to all students, employees, parents, community members and stakeholders of the district..

**Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Strenuous walking, standing, and/or climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously; may be subjected to adverse and hazardous working conditions; work outdoors in varying climate conditions; drive in all different areas of district at odd hours.

**Lifting:** Moderate lifting and carrying (15-44 pounds)

**EVALUATION:** Performance of the job will be evaluated in accordance with provisions of the board's policy on personnel evaluations

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



## FABENS INDEPENDENT SCHOOL DISTRICT

**Job Title:** Security Manager

**Exemption Status:** Exempt

**Reports to:** Director of Technology, Safety & Security

**Employment Term:** 241 days

**Dept./School:** Security

**Pay Grade:** 1 Professional

### Primary Purpose:

Direct and manage district security force and crossing guard operations. Coordinate daily operations of department to provide safe environment for students and staff. Ensure enforcement of all policies, directives, and district standards. Ensure enforcement of all federal, state, and local laws and ordinances.

### Qualifications:

#### Education/Certification:

High School Diploma or GED  
Associates Degree or equivalent hours preferred  
School Behavioral Threat Assessment Training  
Clear and valid Texas driver's license

#### Special Knowledge/Skills:

Knowledge of overall operations of a security force  
Knowledge of criminal investigations, security report writing, and district policies  
Ability to manage budget and personnel  
Strong public relations, organizational, communication, and interpersonal skills  
Ability to communicate effectively in oral and written format  
Knowledge of access control, video surveillance, and Texas School Safety requirements

#### Experience:

Three (3) years of verifiable experience in supervisory or command capacity

### Major Responsibilities and Duties:

#### Department Management

1. Direct the daily operations of the security department to ensure an effective security department.
2. Supervise all levels of security personnel in the area of building security, grounds and security department.
3. Share supervision and evaluation of the performance of the Security and Crossing Guard Staff.
4. Assist in surveillance, patrolling buildings, parking lots, grounds, and other areas to prevent theft, vandalism disturbances and illegal entries.
5. Coordinate enforcement activities with other department directors and campus principals and work cooperatively to develop and implement preventative security programs, gang management plans, and other safety programs.
6. Investigate and file reports of all security violations, administrative and criminal matters.
7. Submit a yearly budget and cost estimates based on documented needs.
8. Develop working schedules for security department personnel.
9. Assist with key control and inventory.
10. Assist with the Emergency Operation Plan
11. Review all daily logs and underline breaches of security. Ensure appropriate staff are notified.
12. Review, sign and forward department timesheets to payroll.
13. Develop security procedures for special events.
14. Maintain documentation on all assigned equipment issued to security personnel and crossing guards.
15. Develop a security manual of Operations and update as necessary.
16. Ensure Crossing Guards are certified to control traffic on public streets.



17. Coordinate and approve leave of security department and crossing guard personnel with the best security interest for the district.
18. Submit appropriate reports to the Executive Director of Technology, principals pertaining to security breaches and violations. Inform the Facilities Department on related maintenance situations.
19. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of district.
20. Maintain a professional level of confidentiality concerning personnel and students.
21. Support the goals and objectives of the district.
22. Follow District Policies.
23. Perform any other duties as assigned.
24. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.

**Safety**

25. Uphold and adhere to safety rules and policies of the district.

**Equipment Used**

Auto mechanical tools, power tools, standard office equipment including personal computer and peripherals.

**Working Conditions**

**Tools/Equipment Used:** District vehicle, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving

**Lifting:** Moderate lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather). Frequent districtwide travel.

**Other:** Specific hearing and visual requirements. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

**EVALUATION**

Performance of this job will be evaluated in accordance with the provisions of board policy. The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. In the event school operations are disrupted or modified, your job location, duties and responsibilities along with related tools and equipment may also be modified as necessary at the discretion of the district. Any such modifications are a condition to continued employment with the district.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_