

COLTON JOINT UNIFIED SCHOOL DISTRICT

Job Title: District Safety Officer- Patrol

Job Family: Security

Salary Range: Range 50

BASIC FUNCTION:

Under the direction of an assigned supervisor, patrol and monitor District sites and adjacent areas to enforce school and District rules, regulations and policies for the safety and security of students, staff and property; respond to security alarms and calls; report unusual activities or unauthorized persons on District property to the appropriate personnel; perform other related duties as assigned.

REPRESENTATIVE DUTIES:

Patrol roads and streets near District sites in a District vehicle to protect against crimes such as vandalism, burglary, trespassing and theft; may detain unauthorized persons and call for assistance of law enforcement agencies; prepare appropriate reports. *E*

Respond to alarm calls at sites to determine if unauthorized entry or faulty operation of an alarm has occurred; reset alarms as needed. *E*

Report safety hazards observed at sites while on patrol. *E*

Patrol premises to ensure security of doors, windows, gates, and other access points to prevent and detect signs of intrusion. *E*

Patrol designated areas within the District to prevent truancy; request identification of students; transport truant students according to District policy and procedure. *E*

Control, monitor, and provide direction to unauthorized persons on District property and in parking lot areas. *E*

Assist and direct campus visitors to authorized parking areas and appropriate offices. *E*

Inspect, review, and monitor District property and parking areas to ensure against inappropriate behaviors, and to remedy potential safety hazards. *E*

Assist in maintaining appropriate student behavior, and reports unusual and inappropriate behavior to the administrators. *E*

Enforce the District and school regulations pertaining to day and evenings student activities. *E*

Escort students to the appropriate administrative offices as necessary. *E*

Search persons, backpacks, cars, lockers, etc. for alcohol, weapons, drugs and drug paraphernalia, and stolen property, according to policy and law. *E*

Enforce school and District rules, regulations and policies for the safety and security of students, staff and property; report unusual activities or unauthorized persons on campus to appropriate personnel. *E*

Observe students during passing periods between classes, lunch and break periods; assure timely return of students to class. *E*

REPRESENTATIVE DUTIES (continued):

Monitor students boarding school buses; assure student cooperation according to school and District rules and regulations. *E*

Prevent illegal parking and loitering on school grounds according to established guidelines. *E*

Maintain positive relationships with students, staff and community; communicate with students and staff to provide and receive information regarding school activities. *E*

Check for, investigate, confiscate, document, and report drugs, weapons, and other illegal or unauthorized articles, including gang-related activity, apparel, or insignia to school administrators and other appropriate authorities in accordance with policies, laws, rules and regulations. *E*

Intercept, prevent, or break up any fights and signs of campus unrest and report participating persons to appropriate authorities; intervene in situations likely to result in disruption or injury; use preventative equipment designed for student control. *E*

Operate a computer, telephone, a two-way radio, and other equipment as assigned to provide campus safety and security services. *E*

Communicate information in a timely manner to appropriate school and district offices. *E*

Serve as a witness in student conferences, disciplinary hearings/proceedings, and legal hearings/proceedings, as appropriate. *E*

Communicate effectively with law enforcement and School Resources Officers (SRO). *E*

Relate effectively with a cultural or ethnically diverse population. *E*

Prepare and maintain various records related to activities, behavior, and observations related to safety and security services according to established guidelines. *E*

Monitor athletic events and other student or District related gatherings. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

School district policies and procedures and school rules and regulations.

Rules and regulations pertaining to the protection of buildings and grounds belonging to the District.

California Penal Code, Education Code, and City and County ordinances relating to theft, burglary, trespass, and other criminal matters.

California Vehicle Code and safe driving practices.

District safety and security services policies and procedures.

POST methods on proper detention, search and seizure, and use of force.

Firearms safety.

Behavior modification strategies and techniques

Crowd control techniques.

Safe campus supervision methods and procedures

Knowledge of (continued):

- Basic report writing fundamentals.
- Disaster preparedness and the incident command system.
- Local law-enforcement agencies and emergency services.
- Basic interests, attitudes and emotional development of the adolescent.
- Interpersonal skills using tact, patience and courtesy.
- Geographical layout of the District.
- District security alarm systems.
- First Aid and CPR

Ability to:

- Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment.
- Enforce campus rules and regulations.
- Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
- Communicate effectively in oral and written form, particularly with adolescent students.
- Understand carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Patrol and monitor District sites at various times through the week, evenings, and weekends to maintain order, safety, and security.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Learn and have a general familiarity with applicable juvenile laws, Penal Code, and Education Code sections.
- Learn District organization, operations, policies and objectives.
- Observe situations and accurately determine an effective course of action.
- Operate a two-way radio.
- Keep complete and accurate records and prepare clear and concise reports.
- Identify dangerous drugs, improper substances and gang activity
- Perform duties with minimal direct supervision
- Safely drive a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Education:

- High School Diploma or Equivalent
- Supplemental college coursework in Criminal Justice or related field is desired.

Experience:

- Experience: Two years of experience working with middle school or senior high school students performing supervision, security, and control services.

Testing:

- Passing score on the District Safety Officer test within the past three years.

License/Certification:

All licenses/certifications are required at the time of employment and must be kept current as a condition of continued employment.

Class C Drivers License

Valid First Aid and CPR

School Security Officer Training (SB 1626)

POST Level II Training Certificate

Oleoresin Capsicum (Pepper Spray) User Course training Certificate

Incident Command System 100 and 200 Training Certificates

Expandable baton training certificate required within the first 60 days of employment

WORKING CONDITIONS

Work outside exposed to the weather and direct sunlight

Overtime and/or schedule changes, including nights and weekends

Supervision or control of combative persons, anti-social behavior, crowds, and animals.

Contact with, and recovery of prescription and illegal drugs, weapons, and alcohol.

Contact with blood-borne pathogens and other potentially infectious materials

PHYSICAL ABILITIES

Pushing or pulling objects weighing up to 150 pounds.

Lifting up to 50 pounds.

Standing for long periods of time.

Walking for long periods of time; running.

Ascending and descending stairs, ladders, scaffolding, and ramps.

Drive a vehicle for long periods of time.