

Auburn School District
Campus Safety Officer
Responsibilities Supporting Events

Duties and Responsibilities:

- Provide security and safety services for facilities rentals including for students, staff, spectators, and District properties.
- Arrive 1 hour prior to the start of the event. Depart after all have left the event and secure facility.
- Welcome and connect to students facilities renters and the district event supervisor.
- Remain visible throughout the event.
- Assist with crowd control, and parking enforcement.
- Ensure district policies and procedures are followed by spectators, and event participants.
- Respond to safety and security incidents to achieve and maintain a safe environment and document the action.
- Work collaboratively with the district event supervisor.
- Patrol event area for safety of spectators, event participants, and physical security of the buildings and district property.
- Provide district event supervisor and facility rental contact with your district cell phone number.
- Support District Administration to evaluate, control, and secure situations prior to the arrival of first responders.
- Set-up appropriate parking signage.
- Wear district issued campus safety officer uniform, so you are easily identifiable.
- Communicate with district event supervisor and facilities rental contact when you take lunch breaks, breaks or need to step away.