

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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|------------------------|---------------------|------------------------|---|
| TITLE: | Security Officer | CLASSIFICATION: | Classified Non-Management (SEIU/Aide-Paraprofessional) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 0945 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Security Services | SALARY: | Range 46 Salary Schedule C |
| REPORTS TO: | Assigned Supervisor | HR APPROVAL: | 10-13-10 |
| | | HR REVISION: | 08-04-15 |

BASIC FUNCTION:

Monitor laws and regulations at a fixed site or on patrol; ensure the security of district personnel, pupils, real and personal property; report violations of applicable sections of the Education Code, the California Penal Code, and individual school and district conduct code and rules.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform a variety of security duties while on district-wide patrol; patrol school grounds, roads, buildings, etc., to provide protection against property damage, trespass, theft, loitering, or similar offenses. **E**

Maintain a high degree of visibility when patrolling in and around the school campus and/or buildings; avoid patterning or predictability when patrolling. **E**

Secure District property to prevent property damage, trespass, and theft. **E**

While visiting or responding to service calls at school sites or facilities assure intrusion alarms are activated and walk sites to ensure alarm systems are operating properly; ensures fans and heaters are off; doors and windows are secure and enforces building and campus regulations as stated in building use permits. **E**

Monitor local and school vehicle parking regulations on school or district property; report unusual situations to proper authorities. **E**

Maintain orderly control of large crowds, and report violations of safety regulations when assigned to special school events; intervene in emergency or potentially critical situations; diffuse potentially volatile situations. **E**

Conduct preliminary investigations to complete reports for property loss, theft, or damage; operate alarm systems; collect and preserve evidence pertaining to criminal activity for presentation to appropriate prosecuting authorities. **E**

Interact with other agencies, e.g., law enforcement, community professionals, etc., to communicate and/or receive information regarding situations that may affect students, safety, and property issues. **E**

Provide written and oral reports, briefings, or summaries to appropriate staff; prepare and maintain clear, concise, complete, and descriptive reports related to assigned duties. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment and all communication devices in a professional manner; maintain surveillance equipment and security information in a lawful manner; maintain strict confidentiality regarding all student, parent, or staff matters and issues. **E**

Attend training programs in all current and lawful enforcement procedures; participate in training, debriefing, and other meetings as assigned. **E**

Perform related duties as assigned.

Serna Center Security

Monitor the first and second level of the Serna Center; remain alert for disturbances, suspicious acts, and/or persons, and other unusual conditions. **E**

Conduct foot and vehicle patrols of all Serna Center parking lots; monitor and report violations of parking rules and regulations, and write parking citations as necessary. **E**

Conduct building surveillance by utilizing the video surveillance monitors and keypads; screen and process school site identification cards as needed. **E**

Districtwide Patrol

Monitor the district at-large for vandalism and intrusion control, and respond to intrusion and fire alarms; act as a liaison and cooperate with local law enforcement officers. **E**

Monitor school property violations of parking and criminal acts, including codes and ordinances, and report violations to local law enforcement; report the location of graffiti to appropriate personnel. **E**

Prepare reports as necessary; refer matters requiring additional action to local law enforcement officers. **E**

Develop community relations with students and neighboring citizens. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of responsible experience in law enforcement or security work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Successfully pass an employee entrance evaluation (lifting test). Successful completion of a background investigation. Possession of or ability to obtain and maintain a valid First Aid and CPR Certificate issued by the American Red Cross within six months of employment. A valid guard card with baton and chemical agent certification issued by the California State Department of Consumer Affairs, Bureau of Investigation and Collection. Completion and obtain within six months of employment SB 1626, School Security Officers: Training to meet Peace Officer Standards and Training (POST). May be required to work "swing" or "graveyard" shift and/or weekends.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Education Code, California Penal Code, and school and district conduct code and rules related to assigned duties.

Investigative techniques and procedures.

Security measures and safety procedures.

Crowd control procedures.

Report writing.

Operation of a two-way radio system and radio communication procedures.

Laws, regulations, policies, and procedures related to assigned duties.

Interpersonal skills sufficient to deal with normal and possible confrontational situations.

Operation of a computer, related software, and standard office equipment.

Basic first aid and safety practices.

Health and safety regulations.

ABILITY TO:

- Stay calm and react appropriately in unusual or emergency situations.
- Diffuse situations calmly and with authority.
- Exercise strict confidentiality of campus and student issues.
- Learn rapidly and apply the laws of arrest and the school regulations.
- Write clear, concise, complete, and descriptive reports in English.
- Learn first aid and CPR.
- Think clearly and take effective action quickly in an emergency.
- Deal tactfully and diplomatically with students and general public.
- Understand and follow oral and written directions.
- Work cooperatively with students, the general public, district personnel, and law enforcement agencies.
- Establish and maintain cooperative working relationships with other.
- Operate a computer, related software, communications equipment, and standard office equipment.
- Acquire and maintain related certifications.
- Perform evening and weekend security services.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; drive a vehicle to conduct work; exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a video surveillance monitor or computer monitor; sit, stand, or walk for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; good personal appearance and poise, and sound physical condition, strength, and agility; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abuse individuals; possible fights and confrontations.

APPROVALS:

SEIU Union Signature(s)

Date

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date