

CAMPUS SECURITY OFFICER III (Lead Officer)

DEFINITION

The position of a Campus Security Officer III/Lead Officer is to oversee campus security activities under the supervision of the assigned school administrator; provide for the safety and welfare of students during all school related activities (on and off campus); minimize the frequency and or severity of harmful incidents; and communicate observations and or incidents that have potential impact on the general well being of students, school personnel, and or visitors.

ESSENTIAL DUTIES

- assists the site administrator and other officials with the coordination of work schedules and activities of other campus security officers
- collaborates with other school officials and personnel (i.e., Administrators, School Resource Officer, counselors, and teachers) to provide information and or take action regarding investigations, criminal activities, gang activities, vandalism, graffiti, etc., for the safety and security of the school site
- undertakes special assignments related to safety and security issues
- assigns, gives work instruction to other security officers, and assists with the training of probationary security officers
- works with administrators, staff, students, and parents in deterring bullying of students
- assists with the organization and communication of school policy and procedures to students concerning the Education Code of Specific Acts of Misconduct
- performs campus and parking lot control and monitors function activities
- oversees and schedule patrol of student activities in gathering areas including, but not limited to; restrooms, hallways, locker room areas, lunch areas, and in areas adjacent to the school buildings and sites to enforce school policy and procedures
- assists and directs campus visitors to authorized parking areas and appropriate offices
- may detain students and those visiting the campus who are violating rules and regulations, and applicable legal code provisions
- assists ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices
- conducts or assists in the conduct of investigations or crimes against property of persons, and prepares evidentiary reports
- maintains a highly visible presence to deter crime and disorderly conduct of students and staff
- enforces the District and school regulations pertaining to day and evening student activities
- counsels and advises students and others regarding violation of rules and regulations
- assists in maintaining appropriate student behavior, and reports unusual and inappropriate behavior to the administrator
- authorized to detain any students, visiting persons, or intruders on campus who represent a direct threat to the safety and security of the campus
- in conjunction with administrators organizes truancy and tardy sweeps, random canine searches, and assists with emergency evacuation and response procedures to ensure appropriate actions are taken during crisis situation.
- completes Clean Sweep citations when necessary and forwards to School Resource Officer for issuance
- analyzes situations, exercises sound judgment, and adopts effective courses of action
- assists in maintaining control of large numbers of people at athletic events, student activities, and other events to ensure the rules and regulations pertaining to conduct and safety are observed
- controls, monitors, and provides direction to unauthorized persons on campus and in parking lot areas
- inspects, reviews, and monitors campus and parking lot areas to ensure against inappropriate behaviors, property loss or damage, and to ameliorate potential safety hazards
- may contact Director of Safety and Security and appropriate law enforcement agencies in emergency situations to request assistance in maintaining the security protection and control of campus, parking lots, and other areas adjacent to school buildings and offices

- prepares incident reports concerning student conduct, concerning the destruction of property, vandalism, and theft
- interacts with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism
- performs other related work as assigned and/or required

QUALIFICATIONS

Knowledge of: School District policies and procedures; school rules, regulations, and legal provisions concerning persons and property; P.O.S.T. certified training methods and procedures on proper detention, search and seizure, and use of force; effective campus supervision strategies and approaches; group dynamics related to adolescents and their behavior; effective conflict mediation and resolution methods; crowd control techniques; Cultural demographic makeup of student population; Operation Clean Sweep citation procedure.

Ability to: Perform effectively and efficiently in leadership situations requiring tact, diplomacy, and good judgment; develop and maintain effective communication, liaison, and working relationship with administrators and staff, as well as other officials, and general public; delegate assignments and tasks to other security officers in accordance with administrative directives; plan, coordinate, and be present at after school activities and events requiring security supervision; perform duties with minimal direct supervision; work a regular late shift schedule from (9:30 a.m. – 6:00 p.m.)

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- will involve walking and/or standing for extended periods of time, and may occasionally involve ascending and descending ladders, stairs, scaffolding, and ramps
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, in person, by telephone or other communication devices
- must possess the manual dexterity to operate equipment and to use security devices, and handle and work with various objects and materials
- exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of experience scheduling, organizing, and coordinating various tasks and assignments with/for personnel, with direct interaction and supervision of secondary school age students.

Education: Verification of a High School diploma, a GED certificate or a higher degree, supplemented by training or course work in behavior modification techniques, student supervision or closely related fields.

Certificate Requirement: Must satisfactorily complete the POST LEVEL II training course, the School Security Officer Training (SB 1626) or Campus Law Enforcement Course (P.C. 832.3 (g) and E.C.38001.5/72330.5), complete training or will complete within 6 months in the use of ASP (expandable baton). Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

Licenses: A valid Class 3 California Driver's License is required. Insurability by the District's liability insurance carrier may be required.