

SCHOOL SAFETY OFFICER

DEFINITION

Performs non-sworn duties including protecting District property, assisting District personnel in observance of rules and procedures by students and others, and participating in community-based policing.

TYPICAL DUTIES

- Guards a school or other District property and protects property and staff by making prescribed rounds of inspection.
- Patrols school corridors, locker rooms, restrooms, assembly and athletic facilities, gymnasiums, bus-loading areas, and other campus locations in order to observe student behavior and prevent violations or unsafe activities.
- Prevents entry or reports the presence of unauthorized persons on grounds or in buildings who are in violation of laws and ordinances affecting the District.
- Remains alert for and reports fire hazards and combustible and waste materials, extinguishes small blazes, and identifies non-working alarms.
- Investigates unusual conditions, notifies proper persons or agencies, and takes immediate emergency action when leaks or malfunctions in plumbing, electrical, heating, or other equipment are detected to reduce danger and prevent possible damage.
- May assist school administrators in contacting parents regarding students with behavior problems and in discussing campus security with parent and community groups.
- May control the parking location and the safe movement of vehicles in a parking area, issue warning notices and parking tickets.
- May assist with on-campus supervision of students including special events.
- May assist appropriate school personnel in counseling individual students or groups of students or in assisting student clubs.
- May operate a District vehicle.
- May deliver, set up, or collect equipment and other materials.
- May be assigned to the special assignment function of Parking Enforcement, which includes but is not limited to responding to and making radio dispatch calls regarding parking violations and complaints, and traffic control issues.
- May make safety presentations to students, staff, and the school community.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Safety Officer performs non-sworn duties, protects District property, assists District personnel in the observance of rules and procedures by students and others, and participates in community-based policing.

A Police Officer performs police work in the prevention, control, and investigation of crimes against District personnel, and the protection of District property to ensure that essential police functions and community-based policing are carried out.

SUPERVISION

General supervision is received from higher-ranking non-sworn or sworn supervisory personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Collaborative problem solving-techniques
- Community-based policing
- Relationship building as an essential part to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Growth, development, and problems associated with various stages of youth and adolescence
- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Basic methods of site protection
- Various types of fire extinguishers and their correct usage
- Pertinent provisions of the Education Code and the Penal Code of California pertaining to the guarding and policing of buildings and grounds and relating to theft and illegal entry of District property
- Property management instructions regarding the use of fire and life safety systems for high-rise structures

Ability to:

- Apply collaborative problem solving techniques with school personnel, law enforcement officers, and the public in order to develop solutions to problems and increase trust in police
- Communicate with parents and students
- Operate two-way radio equipment
- React quickly and appropriately in emergencies
- Use good judgment in dealing with traffic control, improperly parked cars, and police assistance

Special Physical Requirements:

- Walk and stand for the assigned period
- Normal hearing in normal voice-range frequencies
- Agility and strength to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience as a guard or peace officer is preferable. Courses in criminal justice or police administration are preferable.

Special:

A valid California Driver License.

Appointment is subject to fingerprinting, a review of conviction record, and a thorough background investigation.

Completion of a State-approved School Security Certificate Program is required by the end of the probationary period.

SPECIAL NOTE

Some School Safety Officer positions require working at night.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK