



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

SECURITY SUPERVISOR

DEFINITION

Under direction from the Director of Security, plans, coordinates, supervises, evaluates, and provides training to Campus Supervisors, Campus Security Officers and Supervision Aides. Works in conjunction with site administrators to establish and develop effective security plans for each individual site. Responds to emergency incidents and provides guidance, direction and support to site administrators to successfully mitigate emergency incidents.

ESSENTIAL FUNCTIONS

- In collaboration with site administrators, provide supervision of the Campus Security Officers, Campus Supervisors and Supervision Aides. Provides direct supervision of all Campus Security personnel not directly assigned to a site.
- Assist site administrators with evaluations of Campus Supervisors, Campus Security Officers and Supervision Aides. Provide technical input to the employee performance evaluation process.
- Supervises security patrol functions to school sites and assists with any specific security needs.
- Provide supervision of Campus Supervisors, Campus Security Officers and Supervision Aides assigned to summer school. Additionally, serve as a liaison with law enforcement during summer school.
- Confer with various school and District personnel relative to securing school sites and protecting students and staff members.
- Inspect and evaluate school sites and District facilities to ensure best practice security measures are being employed. Make recommendations to improve preventative security measures and develop response plans for both security and site personnel.
- Arrange for and train and instruct substitute personnel in the performance of providing security services.
- Serves as a liaison to law enforcement during incidents occurring on school property. Acts as District representative in absence of the Director of Security.
- Ensure physical security measures are functioning correctly and order repairs from appropriate divisions as necessary.
- Assist in the planning, development and implementation of training programs for security and site level personnel.
- Review and approve security equipment and uniform requisitions. Ensure all equipment is in a current state of readiness and arrange for repair or replacement of any equipment found to be in a non-operative state.
- Plan, schedule and coordinate both long-range and short-range security initiatives.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of security supervision to include, personnel and physical security measures.
- School district contracts and purchasing procedures.
- Policies and practices with regard to discipline, basic patrol and security methods and procedures, general investigative and law enforcement practices.
- City, State and County ordinances related to theft, arson, vandalism, malicious mischief and trespassing, applicable sections of State Education code and other applicable laws.
- District-Wide systems designed for overall safety such as the Camera System, Lobby Management System, Electronic Access Control System and District Radio Systems.
- Proper use of force and restraint techniques specifically related to students and minors.
- District Security/Safety Policy Manual.
- Search and seizure laws relating to public education institutions
- Laws regarding mandatory reporting of suspected child abuse.

Ability to:

- Appropriately supervise emergency or potentially critical situations.
- Diffuse potentially volatile situations.
- Use English in both written and verbal form.
- Accurately document criminal events, student conduct, employee disciplinary issues and District memorandums.
- Oversee security use of District radios. Ensure proper procedures are being followed and train employees accordingly.
- Respond to disturbances and emergency situations calmly and rationally, and analyze situations accurately and adopt an effective course of action.
- Maintain written records.

EXPERIENCE AND EDUCATION

- Associates Degree or 60 units of college credit. Bachelor's Degree preferred.
- Five (5) years of experience related to safety and/or security acquired from any combination of:
 - Law enforcement
 - Military police or Security Forces (Verified by DD-214)
 - School district safety or security employment
- Two years working with juveniles or school district experience preferred

REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of the SB 1626 Campus Security Course Certificate (Lifetime Certification)
- Completion of the initial BSIS Guard Card Training Course: 8 hours (Power to arrest/ Weapons of Mass Destruction)
 - Completion of 32 hours of BSIS approved security officer skills courses within 6 months of hire.
 - Complete BSIS Guard Card certification required within 6 months of hire.
- NIMS IS-100 Introduction to the Incident Command System
- NIMS IS-200 Incident Command System for Single Resources
- NIMS IS-700 National Incident Management System
- NIMS IS-800 National Response Framework
- Training Certifications (Preferred): ALICE, ACT (Attack Countermeasures Training), Pro-ACT, CPI, etc.
- PC 832 or other POST Certificate within one year of appointment
- Must have a CPR (cardiopulmonary resuscitation) with AED and first aid certificate from a standardized course (example - American Red Cross). Certifications must be attained by date of hire.
- Possession of a valid and appropriate California Driver's License.

EMPLOYMENT STATUS

Classified Management position.
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June 5, 2018