



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

CAMPUS SECURITY OFFICER I

DEFINITION

Under direction from site administrators and security sergeant performs campus security, student control services, patrol assigned district facilities and related public areas to protect students, personnel, facilities and grounds as assigned and deter inappropriate behavior; to assist in maintaining a trouble-free campus; to perform related duties as required.

EXAMPLES OF DUTIES

- Patrols school facilities (e.g. Grounds, streets, buildings, etc.) for the purpose of providing visibility to the school population and the general public; maintaining security, deterring crime and enforcing adherence to penal and education codes and campus rules. Ensure that only authorized personnel and students come onto the facility, grounds or campus. Specific station and patrol assignments are expected to be carried out as directed.
- Monitors student conduct during school activities (e.g. non-classroom activities, sports activities and special events, etc.) for the purpose of ensuring safety of students, personnel and property.
- Informs and interacts with students, personnel and general public as appropriate for the purpose of ensuring their understanding of laws, enforcement procedures and consequences of their actions.
- Communicates with administrators and other staff for the purpose of providing assistance and information on security related issues.
- Responds to potential emergencies and emergency situations (e.g. alarm calls, calls for service, fights, bomb threats, disasters, etc.) for the purpose of ensuring safety of students, personnel and property.
- Responds to physical and/or verbal altercations between students and/or visitors on campus and when necessary uses physical interventions to ensure all involved parties are safely separated and situation is made safe for everyone.
- Restrains violent and combative students and adults on campus as directed by site administrators.
- Assists law enforcement personnel and school administrators for the purpose of carrying out their duties as it may relate to the school environment.
- Serves as point of contact for public and visitors on campus and may be called upon to provide directions or escort as needed.
- May be called upon to provide classroom supervision of students for short periods of time in the teacher's absence.
- Becomes familiar with students, cars, and school and district personnel and maintain professional and friendly student relationships. It is expected Campus Security Officers maintain professional relationships with students at all times.
- Interacts with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment.
- Investigates campus crimes and/or student related community incidents for the purpose of resolving conflicts and/or pursuing further action.
- Prepares documentation and various reports including incident and arrest reports, records and petitions for the purpose of providing written support and/or conveying information.
- Administers first aid for the purpose of providing emergency care.
- May use a Patrol Bicycle, Segway or Mobile Cart to travel around campus and/or site as assigned by District.
- Attends training as required by district for professional development.
- Wears prescribed uniform and assigned equipment at all times.
- Performs other duties as assigned in accordance with classification.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- 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.
- First aid techniques.
- District-Wide systems designed for overall safety such as the Digital Camera System, Lobby Management System and District Radio Systems.
- Proper use of force and restraint techniques specifically related to students and minors.
- District Security/Safety Policy Manual.
- Use of Force relating to public education institutions.
- Search and Seizure relating to public education institutions Laws regarding mandatory reporting of suspected child abuse.

Ability to:

- Appropriately intervene in emergency or potentially critical situations.
- Diffuse potentially volatile situations.
- Use English in both written and verbal form.
- Communicate effectively with persons of varied educational and cultural backgrounds.
- Operate a digital or analog two-way radio and locate various frequencies on the fleet map.
- Evaluate security incidents and take appropriate action according to established guidelines.
- Observe, detect and deter improper behavior and unlawful activities.
- Respond to disturbances and emergency situations calmly and rationally, and analyze situations accurately and adopt an effective course of action.
- Understand and carry out oral and written instructions.
- Maintain firm but courteous attitude toward individuals.
- Prepare accurate and grammatically correct written records.
- Pass a physical abilities test

EXPERIENCE AND EDUCATION

- Equivalent to the completion of the twelfth grade.
- Two (2) years of experience related to safety and/or security or Three (3) years of experience working with students in the field of education.
- One (1) year of peace officer or professional security guard experience preferred Associates Degree (AA) or higher preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of the Campus Security Course Certificate SB 1626 Campus Safety Course (Lifetime Certification)
- 40-Hour BSIS Guard Card (Current): this includes 8 hours (Power to arrest/ Weapons of Mass Destruction), 16 hours (Public relations, liability, report writing, communications), 16 hours (Arrests, Search and Seizure, Trespass, Laws & Ordinances, etc.).
- 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
- PC 832, Basic POST Certificate or Reserve Officer POST (Preferred)
- Must have a CPR (cardiopulmonary resuscitation) with AED and first aid certificate from a standardized course (example - American Red Cross). CPR with AED and First Aid certification must be attained within 6 months of hire. Possession of a valid and appropriate California Driver's License.

EMPLOYMENT STATUS

Classified Bargaining unit position.

Range 28

November 2018