ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR OF SAFETY & SECURITY

BASIC FUNCTION:

Under the direct supervision of the Director of Safety and Security, this position will direct school security, safety and police projects and services; manage and direct day-to-day operations and coordination of district security and police services; serve as an informational resource to faculty, staff and administrators; supervise and train or ensure training of personnel assigned to the District Security and/or Police Departments, and act as the District’s liaison with other law enforcement agencies and the community.

ESSENTIAL FUNCTIONS:

Individuals assigned to this position may perform any combination of the essential functions shown below. This list of duties and responsibilities is illustrative only, and is not intended to be an exhaustive list of all duties and responsibilities performed by this position.

Plan, organize, control and direct school security and safety projects and services;
Respond to security related complaints.
Assume primary responsibility for all criminal, non-criminal, and internal investigations related to campus and District security and any reporting requirements related thereto;
Ensure the maintenance of records related to campus and District security and for associated personnel including: routing, filing and distribution of crime reports and investigation and maintenance of records related to complaints against security and police personnel.
Assume primary responsibility for all activities related to Live Scan fingerprinting operations in conjunction with Federal and state Department of Justice standards.
Plan, direct, and lead all activities related to crime analysis.
Assist the Director of Safety and Security in the preparation, organization, and management of all activities related to Federal and State grants as it relates to campus and District security.
Assess District security needs and provide recommendations as appropriate.
Review existing and pending legislation related to school safety and law enforcement matters and make recommendations.
Attend and participate in legal hearings and trials, coordinate and monitor related programs including Campus Security and Supervision and Crisis Intervention.
Organize safety education programs for students and parents.
Develop procedures and methods for enforcement by school security or police personnel.
Coordinate activities related to the Commission on Peace Officer Standards and Training (P.O.S.T.).

Serve as an informational resource to faculty, staff and administrators concerning laws related to minors, intervention techniques and classroom safety strategies.

Consult parents concerning programs and services available to students exhibiting high risk behavior.

Respond to inquiries from the community, parents, staff, faculty and other law enforcement agencies and provide information as required by law and District policies.

Train and supervise the performance of assigned personnel of the school security or police program.

Participate in screening, hiring, assigning, evaluating and disciplining security and police department staff.

Provide technical expertise, information and assistance to the Director of Safety and Security regarding school safety and security programs.

Assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Provide assistance to the Director of Safety and Security regarding the development and revision of procedures and methods for protecting District personnel and property and advise personnel regarding these measures; provide assistance to the Director of Safety and Security in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Coordinate research and collection of security and safety related data and information.

Provide assistance to the Director of Safety and Security in collaborating with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, exchange information and assure school safety and security.

Confer with law enforcement, probation and truancy officers regarding student behavior.

Act as the primary liaison with local, State and Federal law enforcement agencies, including but not limited to the Office of Emergency Services, Department of Homeland Security and Federal Bureau of Investigation.

Coordinate school police services with other public safety agencies, including local courts and prosecuting offices.
Oversee compliance and maintenance of law enforcement communications and information systems to include California Law Enforcement Telecommunications System (CLETS) and local law enforcement agency Known Person File (KPF).

Provide assistance to the Director of Safety and Security in the development and preparation of the annual preliminary budget for school safety and security programs.

Operate standard office equipment, including computers and related software applications; vehicles; and electronic and other equipment related to law enforcement and security services.

Ensure compliance with all Federal, State, and local laws, standards and regulations related to the operation of a fully accredited P.O.S.T. law enforcement agency.

Maintain current knowledge of all applicable provisions of law affecting activities of the Campus Security and police departments.

When required and authorized by the Superintendent serve as a peace officer and chief of police as authorized by section 830.32 of the California Penal Code and section 38000 of the California Education Code.

Perform related duties as assigned.

RELATIONSHIPS:

It is important that Assistant Director of Safety & Security ensures himself/herself, all School Resource Officers (SROs), all hired/contract police officers, and all security personnel become acquainted with school officials and understand school priorities and procedures, as well as State and local laws relevant to school safety and order. The Assistant Director of Safety & Security should also attend faculty meetings, assemblies, and shall visit classrooms as appropriate. He/she will work with school officials in building positive relationships. The Assistant Director of Safety & Security shall conduct himself/herself in a manner that will reflect favorably on the School District. Conduct above reproach is mandatory. He/she must be a positive role model, serving as a good example of a professional law enforcement officer. The Assistant Director of Safety & Security shall show respect for students and parents and display fairness and consistency in handling issues that occur.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Investigative procedures and techniques.
Student rights, preventative security measures and court and expulsion procedures; Emergency preparedness programs.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Criminal, civil, and administrative court hearing procedures, including laws related to discovery and evidence.
Laws related to criminal records, including storage, retrieval and distribution; and Technology related to law enforcement and security services, including alarms, cameras, radios, phones, computers and related software.

ABILITY TO:
Plan, organize, control and direct school security, safety and police projects and services.
Investigate complaints related to security and police services.
Effectively communicate in order to exchange and understand information.
Read and analyze a variety of materials.
Supervise the performance of assigned personnel.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of investigations, reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Exchange information and make presentations.
Operate a computer and other law enforcement equipment.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE REQUIRED:
Any combination equivalent to:
Bachelor’s degree in criminal justice, police science, management or related field and Five years’ experience with increasing responsibility in the administration of police, security or safety programs.

LICENSES AND OTHER REQUIREMENTS:
Successful Completion of a P.O.S.T. Basic Academy.
Possession of P.O.S.T. certificates required for supervisory and management of personnel, including a Supervisory and Management certificate, or have the ability to obtain such certificates within 12-months from appointment to the position.
Successful passing of a thorough background check, including polygraph, chemical substance and medical testing and psychological testing as required by State law and P.O.S.T.
Valid California Class C driver’s license.
Possession of or ability to obtain and maintain First Aid and CPR certificate issued by the American Red Cross within six months of employment.
Must maintain firearms qualifications.
ASSISTANT DIRECTOR OF SAFETY & SECURITY – continued

WORKING CONDITIONS:

ENVIRONMENT:
Office and school site settings; driving a vehicle to conduct work; contact and dissatisfied or abusive individuals; working evenings, weekends and holidays and availability for emergency call-out.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone and to make presentations, seeing to read and prepare reports, sitting and standing for extended periods of time, dexterity of hand and fingers to operate standard office and law enforcement equipment and lifting light objects.

BOARD APPROVED: December 17, 2019