

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SAFETY AND SECURITY MANAGER

BASIC FUNCTION

Under the direction of the Director of Safety and Security or his/her designee, plan, coordinate, supervise the activities of the security personnel and assure the safety and security of District staff, students, buildings, facilities and equipment; enforce applicable sections of the Education and Penal Code, the District's Student Conduct Code and individual school rules; investigate both administrative and criminal complaints as necessary; provide Liaison with outside law enforcement and fire agencies.

ESSENTIAL FUNCTIONS:

Will perform the duties of a District Safety and Security Manager as assigned by the Director of Safety and Security or as emergency or law enforcement management situations dictate. District Safety and Security Managers will typically work during the day shift and work closely with administrators and law enforcement. However, the Elk Grove Unified School District maintains a 24/7, 365 day a year safety and security operation and the School Safety and Security Supervisor may be required to work outside of normal business hours, weekends and holidays.

Coordinate efforts and District resources with outside law enforcement agencies; serve as a liaison between parents, students, District personnel, law enforcement agencies and the community.

Supervise security and law enforcement activities, programs and operations; assure security and law enforcement services are provided to various District sites; supervise and evaluate assigned security and law enforcement staff.

Train and evaluate assigned security staff; prepare work schedules as assigned; interview and select employees and recommend promotions, reassignment, termination and disciplinary actions; provide work direction and guidance to other security personnel.

Implement security methods and procedures as directed to ensure compliance with established policies and procedures; assess District security needs and provide recommendations as appropriate.

At the request of Human Resources or other District Division heads, investigate complaints against District staff; initiate effective and timely responses to incidents; conduct investigations in collaboration with Human Resources; implement preventative measures to prevent incidents; enforce laws, rules, policies and regulations as appropriate; assess District security needs and provide recommendations as appropriate.

Collect and preserve evidence pertaining to criminal activity for presentation to appropriate prosecuting authorities.

Prepare and maintain a variety of records and reports related to security and law enforcement operations, incidents, personnel, equipment and assigned activities.

Follow established District procedures in reporting site problems to appropriate department.

Operate a computer and other office equipment as assigned; operate a two-way radio; drive a vehicle to conduct work as assigned; operate tactical security and law enforcement equipment.

Attend school and community functions and events as a District security / law enforcement representative as required.

Participate in truancy investigation and prevention programs.

Serve on school and support site safety committee and emergency response team.

Design, develop and deliver training to security personnel (i.e. School Security Specialists and Lead/Campus Supervisors) and other site staff in non-violent crisis intervention, sexual harassment prevention, safety, legal and compliance issues.

Work collaboratively with School Resource Officers (SROs) and outside law enforcement agencies; assist local law enforcement officers in working with student and property issues.

Patrol in and around District sites during and after school hours.

Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.

Assist in activities that will establish and maintain positive and continuing public relations with community groups and organizations that interact with schools and within the District.

Assure the continual enhancement of the image of the Elk Grove Unified School District by modeling appropriate behavior for students and displaying professional conduct at all times.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Student Conduct Code, Education Code and Penal Code sections related to student conduct and policies and procedures related to assigned activities.

Principles of reasonable suspicion standards for searches of students.

Investigative techniques and procedures.

Interpersonal skills using tact, patience and courtesy.

Law enforcement methods and procedures dealing with juveniles and adults.

Laws of arrest, search and seizure.

Planning and organization of District police services, safety and security programs.

School and District rules and regulations concerning campus control, security and appropriate student behavior.

Principles and practices of supervision and training.

Proficiency of tactical security and law enforcement equipment.

District organization, operations, policies and objectives.

Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, coordinate, supervise and assure the safety and security of District personnel, students, buildings, facilities and equipment.
Coordinate efforts and District resources with outside law enforcement agencies.
Communicate effectively with students and adults.
Work cooperatively with students, the general public, and school personnel.
Establish and maintain cooperative and effective working relationships with others.
Supervise and implement District-wide security and law enforcement activities, programs and operations.
Train, supervise and evaluate assigned security and law enforcement staff.
Initiate effective and timely responses to incidents.
Maintain confidentiality and demonstrate discretion and diplomacy.
Enforce District rules and regulations.
Operate security equipment.
Interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Operate a computer and assigned software.
Effectively communicate in order to exchange and understand information.
Read and analyze a variety of materials.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
Move hands and fingers to operate a computer keyboard.
See to conduct inspection of incidents and read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: college-level course work in criminal justice or related field, program or personnel supervisory experience; experience working with juveniles in a school setting.

LICENSES AND OTHER REQUIREMENTS:

Successful Completion of 832 Penal Code Course. Successful completion of Peace Officer Standards and Training (P.O.S.T.) basic or modular academy within 24 months of being hired. Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

Physical and psychological evaluation as required by section 1031 (f) of the California Government Code at District expense may be required.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Working evening, weekend and holidays.

Emergency call-out.

May be required to drive as needed.

Contact with dissatisfied or abusive individuals.

Possible fights and confrontations.

BOARD APPROVED: December 17, 2019