

TITLE: DISTRICT SECURITY PATROL

REPORTS TO: Assigned administrator

JOB GOAL: Under general supervision, to patrol district schools and facilities primarily during hours of non-occupancy; to provide for the security and protection of property and equipment; to observe, patrol, and check district buildings, grounds, material, equipment, and other property; to detect, deter, and report crimes, fire, safety and health hazards; to respond to intrusion alarms and investigate possible building intrusions; to enforce rules and regulations.

QUALIFICATIONS

Knowledge of

1. Laws and ordinances relating to theft, burglary, arson, malicious mischief and trespassing.
2. Patrol, security methods and procedures.
3. English usage, spelling, grammar and punctuation.
4. Appropriate safety precautions and procedures.

Ability to

1. Learn policies and procedures of the district's security program.
2. Analyze situations likely to be encountered on patrol.
3. Observe and retain names, faces and details of events or occurrences.
4. Use sound judgment and act responsibly under stress or in emergencies.
5. Patrol property effectively.
6. Detect and prevent damage, theft and trespassing.
7. Maintain appropriate records.
8. Write clear, concise and descriptive reports.
9. Communicate effectively, both orally and in writing.
10. Understand and carry out verbal and written instructions.
11. Establish and maintain effective relationships with those contacted in the performance of required duties.
12. Operate radio equipment.
13. Handle all matters in a tactful, courteous and confidential manner.
14. Work independently and maintain high standards of workmanship.
14. Operate computer and use a variety of software applications.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Training course in the use of pepper spray for personal protection.
3. Possess and maintain Security Guard Registration issued by the California Bureau of Security and Investigative Services, including but not limited to continuing education and renewal requirements as designated by BSIS.
4. Possess and maintain a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certification.
5. Possess and maintain a valid and appropriate state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
6. A work history demonstrating reliability and good attendance.

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ESSENTIAL FUNCTIONS

1. Patrol, via foot and district vehicle, district grounds and facilities to detect crime, fire, health and safety hazards and to deter improper behavior and discourage lawbreakers.
2. Operate district vehicles, radio, computer and telephone equipment as assigned.
3. Monitor alarm equipment, set or reset alarm systems.
4. Report to scene as needed in response to requests for assistance or reports of incidents.
5. Investigate alarms, disturbances, complaints, accidents, arson, theft, vandalism and other incidents as necessary.
6. Prepare regular or special reports or statements and maintain related records or logs regarding activities or incidents.
7. Visually determine that access points of district facilities such as gates, doors, and windows, etc., are secure.
8. Answer after-hours calls received on the district's emergency phone/pager number on an on-call basis, following established departmental protocols.
9. Undertake special assignments related to safety and security issues.
10. Monitor and provide direction to unauthorized persons on district property.
11. Investigate building and facility intrusions, monitoring and reporting trespassers on district property to law enforcement agencies for further investigation.
12. Advise students and visitors of and enforce district rules and regulations concerning the proper use of district facilities and property.
13. Prepare incident reports concerning the destruction of property, vandalism and theft.
14. Contact appropriate law enforcement agencies to request assistance in maintaining the security, protection and control of district school facilities, offices and other district property.
15. Monitor and report persons on district property violating rules and regulations and applicable legal code provisions.
16. Conduct or assist with investigations of crimes against property or persons and prepare evidentiary reports.
17. Performs other related duties as assigned.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

SPECIAL REQUIREMENTS

1. Some positions in this classification may require individuals who can read, write, and/or speak a secondary language.
2. Must use safety equipment and devices designated for this position.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Visual ability to accurately perceive objects at a distance in day or evening environments.
3. Able to conduct verbal conversation in English or other designated language.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to stand or walk for sustained periods of time.
7. Able to kneel or squat for extended periods of time.
8. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.

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PHYSICAL ABILITIES (continued)

9. Able to lift and/or carry up to fifty (50) pounds up to four (4) hours per day, and seventy-five (75) pounds occasionally up to one (1) hour per day.
10. Able to push and pull objects weighing up to seventy-five (75) pounds up to two (2) hours per day.
11. Able to work in a wide range of temperatures and conditions.
12. Able to demonstrate manual dexterity necessary to operate various equipment and security devices in a safe and effective manner.
13. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
14. Able to demonstrate manual dexterity necessary to operate a calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
15. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: 12-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned site administrator or his/her designee will complete the evaluation.

Approved by: Board of Education Date: October 19, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**