

## CHIEF OF SAFETY AND SECURITY

### DEFINITION

Under the direction of the Assistant Superintendent of Business Services, plans, organizes and directs the safety and security activities, programs and operations of the District; initiates effective and timely responses to incidents; supervises and evaluates the performance of assigned personnel; generally ensures the safety and security of District facilities, property, personnel and students in compliance with applicable federal, state, local and district laws, rules, regulations, policies and procedures; develops and implements programs designed to increase safety and decrease violence; deters truancy, works flexible hours as the needs of the District change.

### ESSENTIAL DUTIES

- Directs, manages and coordinates District Security programs for the purpose of ensuring the safety and security of students, staff and District assets.
- Communicates and advises individuals on security issues and topics for the purpose of providing guidance and direction and ensuring the highest level of service to the District and the community.
- Creates, recommends, implements and provides guidance on policies, procedures and methods for the purpose of ensuring compliance with applicable laws and District policies.
- Instructs and assists agencies, both internal and external to the District, for the purpose of coordinating, communicating and receiving information relative to the safety and security of District sites and personnel.
- Manages and supervises security personnel for the purpose of effectively recommending applicants for employment, termination, discipline, staff development and performance evaluations.
- Performs or reviews all investigations for the purpose of determining and documenting facts and pursuing further action as appropriate.
- Prepares written materials, reports, budgets and other documentation as directed, or as necessary.
- Ensures that appropriate safety practices are followed and that assigned equipment is properly used and maintained.
- Develops, monitors and implements components of site and District Comprehensive Safety Plan.
- Works with the Director of Risk Management in collaborative development and implementation of District Emergency Disaster Procedures and responds and directs responses to emergency situations.
- Organizes, coordinates and supervises security activities to provide a safe and secure environment for District Students and personnel.
- Plans, schedules and coordinates the work of all assigned security personnel; reviews the work of subordinates to assure compliance with safety and security standards.
- Trains subordinate personnel in safety practices, proper performance of duties and in the appropriate care and use of assigned equipment.
- Conducts meetings with security staff to discuss policies and develop new approaches for reducing truancy and crime against school personnel and property.
- Conducts or oversees complex investigations, interviews, interrogations and other security activities; responds to emergency situations and unusual incidents as needed.
- Maintains and updates department's procedures manual.
- Advises school administrators on police, security and protective measures and conducts in-service programs for school site personnel.
- Establishes and directs command post communication system during crisis and emergency situations.
- Supervises Campus Security staff in regards to district wide policies, procedures and standards of safe and effective campus security practices.
- May conduct sensitive and confidential investigations as required by the Superintendent or Board of Education.
- Identifies opportunities for improving service delivery methods and procedures; review with appropriate staff; implement improvements.
- Coordinates and leads meetings involving the community, site administrators, Rialto Police Department and lead officers.
- Manages and supervises personnel assigned to the Sonitrol Central Control Center.
- Performs other related work as required and/or assigned.

## **QUALIFICATIONS**

**Knowledge of:** Student behavior modification strategies and techniques; policies, rules, regulations, legal provisions concerning property protection, campus control, security, and appropriate student behavior; crowd control procedures and the detection and identification of dangerous drugs and improper substances; legal provisions governing student conduct, and the control and protection of property; law enforcement methods of proper detention, and search of persons at the District offices, school campuses and adjacent areas; safe facility patrol, protection, and campus supervision methods and procedures.

**Ability to:** Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment; enforce campus and District rules and regulations; communicate effectively in oral and written form, particularly with adolescent students and adults under stressful situations; establish and maintain cooperative working relationships with staff, the educational community and public safety agencies; perform duties with minimal direct supervision; plan and develop work schedules for security personnel on various shifts; coordinate security operation to assure the safety of District students, staff, buildings and grounds; develop procedures and strategies to reduce theft, vandalism, truancy, graffiti and gang activities; read, interpret, apply and explain rules, regulations, policies and procedures; maintain records and prepare reports; analyze situations accurately and adopt effective courses of action; plan and organize work to meet schedules and time lines; work independently and with little direction.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects
- will frequently sit, stand, stoop, bend at the waist, reach grasp, carry, kneel, push, and pull
- must possess the ability to perceive the nature of sound, to have near and far visual acuity, depth perception, the ability to smell, the ability to provide oral information, the use of two hands, the ability to recall names and dates and the ability to work in temperatures ranging from 40 degrees Fahrenheit to 110 degrees Fahrenheit

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **EXPERIENCE AND EDUCATION**

**Experience:** Four (4) years of experience in protective/police officer work or five years of experience as a campus safety and security officer in an educational setting; one year of successful work experience in a lead or supervisory capacity is desirable.

**Education:** A Bachelor's degree from an accredited university with major course work in Police Science, Law Enforcement, Administration of Justice, Business Management or Administration or closely related field.

**License Requirement:** Verification of the possession of a valid California Motor Vehicle Operator's License.

### **Certificate Requirement:**

- Successful completion of POST Level II training.
- Successful completion within 6 months of employment of the School Security Officer Training (SB 1626) or Campus Law Enforcement Course (P.C. 832 (g) or E.C.38001.5/72330.5).
- Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

**Special Requirement:** Must be on call during non-duty hours in the event of a District emergency or crisis.

**Condition of Employment:** Insurability by the District's liability insurance carrier.