

JOB DESCRIPTION
SCHOOL SECURITY OFFICER

POSITION TITLE: School Security Officer

DEPARTMENT: School building

REPORTS TO: Building Principal/*Lead School Security Officer

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POSITION SUMMARY AND PURPOSE:

The School Security Officer (“SSO”) Program involves the placement of an armed security officer within the educational environment. The SSO shall support the school administration and staff in promoting a safe and positive school environment. The SSO is a visible and active figure at the school to which he/she is assigned and shall be charged with safeguarding and protecting the school community and school property.

SUPERVISION:

The SSO shall report directly to the building principal of the school to which he or she is assigned; and shall be subject to supervision and guidance of the Lead School Security Officer (“LSSO”) with respect to school security and weapons issues, and to the supervision of the Superintendent of Schools through the chain of command and in the absence of the building principal. The building principal retains overall responsibility for the administration of the school and supervision of students under his or her supervision.

MINIMUM QUALIFICATIONS:

- Must have excellent integrity and demonstrate good moral character and initiative;
- Must have at least fifteen years prior experience as a sworn law enforcement officer with an organized local police department or the Division of State Police within the Department of Emergency Services and Public Protection, and provide positive references from each prior employer served in a law enforcement capacity;

- Must have been certified by the Police Officer Standards and Training Council while serving as a sworn law enforcement officer, and must have retired or separated in good standing from an organized local police department or the Division of State Police as required by P.A. 13-188;
- Must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
- If the candidate has prior service with the military, the candidate must have received an honorable discharge;
- Must hold and maintain a valid driver's license with no significant traffic infractions;
- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete an annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council and any other training required by law or Board policy;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms or other weapons, on school property;
- Must participate in and pass a full background investigation which may be required by the Board or by state or federal law;
- An individual must be able to perform each essential function satisfactorily with or without reasonable accommodations. The requirements below are representative of the knowledge, skill and ability required.
- Must meet all requirements for an armed school security guard pursuant to Connecticut law, as amended from time to time, and must meet all requirements of a qualified retired law enforcement officer pursuant to 18 U.S.C. 926C, as amended from time to time.

KNOWLEDGE, SKILLS, ABILITIES & EQUIPMENT:

Knowledge: Comprehensive knowledge of:

- Principles and practices of armed security work within a school setting;
- Weapons maintenance, discharge and storage;
- The use of force;
- Access control procedures;
- Active threat response; and
- Other emergency response protocols.

Abilities: Demonstrated abilities as follows:

- Read and comprehend instructions, correspondence and memoranda;
- Write basic correspondence as needed within the job functions;
- Add, subtract, multiply and divide, to calculate figures and amounts, and to apply mathematical concepts to time and distance;
- Define problems, collect data, establish facts and draw valid conclusions;
- Interpret a variety of instructions in oral, written, or diagram form and deal with several abstract and concrete concepts where only limited standardization exists;
- Handle multiple tasks and prioritize activities with a minimal level of supervision;
- Use of computers for simple tasks such as email and internet research;
- Observe situations and accurately determine an effective course of action;
- Work within chain of command to resolve problems;

Skills: Demonstrated skills as follows:

- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Excellent organization skills;
- Working cooperatively with multiple types of people from diverse ages and backgrounds (i.e. students, teachers, police officers, principals, parents, etc.);
- Use of effective, respectful and courteous communication; and
- Resourceful, accurate, reliable, punctual and accountable in all matters.

Equipment: Must lawfully possess a fully functional firearm of a make and model as may be specified by the Board.

PHYSICAL AND MENTAL DEMANDS OF POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, and crawling. Frequent sitting, standing, running, and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 20 pounds and occasional lifting and/or moving up to 50 pounds. Hand-eye coordination is necessary to use a handgun. Specific vision abilities required by this job include close vision, color vision, depth perception, far vision and the ability to adjust focus. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level.

ESSENTIAL DUTIES AND FUNCTIONS: Subject to the provisions of any applicable federal and/or Connecticut law, the essential duties and functions of School Security Officer shall be as follows:

- Engage in the detection and/or prevention of any unauthorized activity on or around school grounds, including, but not limited to, the unlawful intrusion or entry on school property, vandalism, abuse, arson or trespass;
- Monitor access of building and grounds (when applicable), make routine checks of exterior doors to ensure they are closed and locked, at appropriate times, and take steps to deter or prevent entry by unauthorized persons on school property;
- Patrol halls and make routine checks of classroom doors to ensure that they are locked, at appropriate times;
- Respond to situations which may jeopardize the welfare of students or staff in accordance with all applicable federal and/or Connecticut laws and Board policy;
- Use physical force in accordance with state law and regulation, and Board policy;
- Abide by all Board Policies and Regulations;
- Monitor parking lots during arrival at and dismissal from school;
- Assist administrators or staff in locating missing students;
- Identify and report any hazardous condition to school administrators or other appropriate staff members;
- When applicable, and within the training and expertise of the SSO, assist school nurse and administrators with medical emergencies;

- As requested by the administration, assist in the development and implementation of plans and strategies to prevent and/or to minimize dangerous situations on school grounds;
- Act as liaison and make notification to appropriate public safety or EMS first responders in routine, emergency or high risk situations as directed by the administration;
- Participate in professional development deemed necessary by the school administration;
- Store firearm, ammunition, equipment, or other weapons, safely and in accordance with all applicable Board policy and federal and/or Connecticut laws;
- Meet and greet students, staff, and public respectfully and courteously;
- Identify and accost unauthorized persons and take appropriate action with respect to such persons, if necessary;
- Carry any legally prescribed identification card at all times while on school property;
- Call police for assistance as needed;
- At all times while on school property, wear such distinctive uniform and or insignia as may be designated by the Board for identification purposes; and
- Perform other duties as assigned by the Superintendent of Schools and/or the building principal.
- SSOs are authorized to conduct a search or seizure of any person or property of any student or any other individuals at any time if the situation warrants a direct threat to students and staff.
- SSOs shall have the authority to question students or staff members accused of unlawful activity and/or violations of Board policy in school or on school grounds if a building administrator is not readily available during a situation that may pose a direct threat to students and staff.

This list is not meant to be exhaustive. The Administration reserves the right to assign other duties to this position.

PROHIBITIONS:

- SSOs shall not take any action that interferes with the responsibilities of the school administration.
- SSOs shall have no role in taking disciplinary action against any students.
- SSOs shall not access education record information except in accordance with Board policy concerning the confidentiality of education records, the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g, and applicable state law.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high places, and in outside weather conditions, and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

NON-DISCRIMINATION:

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression, or other protected classification under state or federal law, except in the case of a bona fide occupational qualification. See Board Policies #2210 and #2220.