

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: April 19, 2001

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**Security Patrol Officer**

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**Summary of Functions**

Under general supervision, performs continual security checks of buildings, premises, and legitimate occupants of those facilities during shifts that include after hours, nights, and weekends as assigned.

**Essential Duties and Responsibilities**

- 1) Patrolling – Patrols, in BPS vehicle and on foot as necessary, to determine that all buildings and premises of BPS in the Browning area are in a safe and secure condition; verifies that occupants of the facilities are authorized users or staff and that they are safe and secure in such use; insures that doors and windows are locked and secured.
- 2) Monitoring – Watches for situations in which illegal activity may occur and issues warnings as necessary; listens to 2-way radio and police scanner for any events developing which may affect BPS facilities or their occupants.
- 3) Reporting – Immediately reports to local emergency services, by 2-way radio or telephone, any apparent, pending, or actual breach of security, damage to facilities, or injury to occupants; takes appropriate action to reasonably prevent or mitigate such damage or injury; submits written report on daily basis including security violations by building supervisors.
- 4) Emergencies – Provides First Aid and CPR assistance to those in need; on an as-needed basis, responds to emergencies that may arise at school facilities and provides assistance to school services; such work may involve cleaning and repairing.
- 5) Cooperation – Develops cooperative relationships with local police, juvenile officers, and other emergency service; requests and provides assistance as necessary.
- 6) Alarm Systems – Activates and deactivates security alarm system on each rotation through buildings; on a periodic basis, tests alarm system for heat and smoke detection and insures that fire extinguishers are in place and charged.
- 7) Weapons – No weapons are to be carried or used; situations are to be defused by discussion and/or calling for assistance. Self-defense measures may be used where there are no alternatives available.
- 8) Training – Attends training sessions, at BPS expense, as directed by the supervisor and submits to testing and licensing as a result of such training. Must complete training in security/law enforcement field and First Aid/CPR at the first date offered by the district following hiring unless previously qualified.
- 9) Uniform – Wears certain clothing, insignia and equipment provided by BPS during duty hours and keeps such items clean and in good condition at employee's own expense.

- 10) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

### **Organizational Relationships**

Supervised by and reports to Director of Facilities/Custodians.

### **Qualifications**

Education/Experience - Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or GED certificate
- Valid Montana driver license
- Willing to work rotating shifts that include after hours, nights, and weekends as scheduled on a year-around basis and able to adjust personal and family life accordingly
- Physical ability to move quickly including running and to lift and move up to 60 pounds on a continuous basis for short periods of time
- High standards and record of honesty and trustworthiness
- Ability to assess threatening situations, make appropriate decisions, and act quickly
- Good communication and organizational skills
- Ability to work with others and without close supervision
- Ability to handle details accurately
- Good work habits

**Desirable Qualifications** - Experience in security operations and with alarm systems; familiarity with communication devices and local emergency services; working ability in keyboarding and familiarity with desktop computers, preferably Microsoft operating system.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Post-employment Requirements** - This position is subject to random drug testing without prior notice.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*