

University Place Classified Association

District Security Patrol

Reports To: Assistant Superintendent of Operations

Purpose: The job of “District Security Patrol” is done for the purpose/s of patrolling all school district facilities/properties during night hour to address or report possible security problems.

Essential Job Functions:

- **Provides** drive-by surveillance and foot patrol inspections of district facilities/properties.
- **Conducts** systematic checks of doors, windows, and gates in areas of highest concern for probable theft or vandalism.
- **Investigates** citizen or staff reports of inappropriate activities on district property.
- **Monitors** all facility interiors and grounds to identify the presence of unauthorized persons, damage or risk of theft or damage to school district facilities, or other indicators of security or safety threats.
- **Initiate** call for police help in instances of suspected criminal activities, when pursuit or restraint seems likely or appropriate.
- **Intervenes** as necessary with those students or adults in violation of procedures and rules and provides explanation of rules, reporting uncooperative persons either to an administrator on duty or to the police as appropriate.
- **Exercises** clear judgment to avoid the need for physical force or restraint and determines appropriately those instances in which force must be used for the safety of individuals involved.
- **Engages** in positive relationships with students, staff and visitors for the purpose of gaining cooperative adherence to rules and for supporting student safety and district security.
- **Prepares** written reports of incidents or findings based on an accurately maintained patrol log.

Responds to referrals from Sonitrol.

- **Makes** recommendations to supervisor for the purpose of improving district facility security.
- **Maintains** confidentiality assuring that all students, staff and parents right to privacy is ensured.
- **Fosters** and maintains strong productive relationships with other employees, parents, students and other community members.

Other Job Functions:

- **Assists** law enforcement personnel for the purpose of carrying out their functions as may relate to the school district environment.

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Performs** related duties consistent with the scope and intent of the position as directed.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience.

- **Skills, Knowledge and/or Abilities Required:**

Skills to appropriately intervene in emergency or potentially critical situations, diffuse potentially volatile situations, use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, document accurately.

Knowledge of policies and practices of district with regard to discipline.

Ability walk for prolonged periods, understand and carry out oral and written instruction, maintain firm but courteous attitude toward individuals, maintain written records. Significant physical abilities include taking/hearing conversations, near/far visual acuity/depth perception/visual accommodation/field of vision.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certification, Bonding, and/or Testing Required:** Valid Driver's License, Criminal Justice Fingerprint Clearance.

1/14/09