

## SAFETY OFFICER SERGEANT

### DEFINITION

Supervises and gives direction to the daily activities of School Safety Officers in the guarding of buildings, grounds, and other District property, and the control of vehicle flow and parking.

### TYPICAL DUTIES

Maintains school police department community-based policing procedures and methods for protecting District property and personnel related to school operations.

Assigns, coordinates, and supervises School Safety Officers protecting District facilities at offices, schools, and other District sites as required.

Establishes work schedules and assigns relief and substitute personnel as required.

Liaises with other law enforcement agencies, community members, District administrators, and school faculty and staff to exchange ideas and information to ensure collaborative problem solving and engagement efforts for school safety.

Plans, coordinates, and, where appropriate, conducts training sessions for School Safety Officers in such areas as security measures, patrol procedures, criminal law, report writing, and tactics.

Surveys District schools and sites to determine patrol routes, efficient traffic flow patterns, and parking procedures.

Evaluates incidents at guarded sites and alters assignments as required.

Recommends improvements in District security and traffic safety, such as the addition of lights, signs, painted curbs, and traffic bumps.

Writes incident reports, memoranda, and other correspondence to School Safety Officers and develops and revises regulations and procedures pertaining to school and facility safety.

Visits District locations to supervise, coordinate, and assist in facility security, safety measures, fire and life safety systems for high rise structures, and traffic control.

Responds to complaints regarding Parking Enforcement or School Safety Officers assigned at District locations.

Discusses with District administrators and principals the particular protective, safety, and parking needs of their schools and facilities.

Inspects School Safety Officers for proper uniform and appearance and evaluates performance of duties.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Safety Officer Sergeant assigns, supervises, and trains School Safety Officers who are assigned to guard and/or patrols facilities at various District sites, and performs a variety of related administrative duties.

A Sergeant supervises the daily activities of Police Officers, School Safety Officers, and civilian staff assigned to a division or specialized assignment of the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

A School Safety Officer performs non-sworn duties, protects District property, assists District personnel in the observance of rules and procedures by students and others, and participates in community-based policing.

## SUPERVISION

General supervision is received from a Lieutenant or higher ranking personnel. Supervision is exercised over School Safety Officers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Collaborative problem solving-techniques
- Community-based policing
- Relationship building as an essential part to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Growth, development, and problems associated with various stages of youth and adolescence
- Los Angeles School Police procedures, security measures, and applicable laws
- Laws regarding parking enforcement and traffic control
- Local law enforcement, service, and emergency agencies
- Regulations governing the use of radio broadcasting equipment
- School Police Department radio and alarm systems
- Fire and Life Safety systems for high rise structures
- Standards of courtesy and behavior expected of students
- Vocabulary and usage of terms common to youths in the areas served by the schools

### Ability to:

- Train and supervise School Safety Officers
- Keep complete and accurate records and prepare concise reports
- Evaluate incidents and report findings
- Make quick and appropriate decisions in emergency situations
- Communicate effectively, both orally and in writing
- Deal effectively with school administrators, other District personnel, juveniles, police officers, students, and the public

### Special Physical Requirements:

- Walk or stand for long periods
- Hear normal voice range frequencies
- Agility and strength to protect self from attack

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college-level courses in police science or police administration.

### Experience:

Three years of experience as a security guard OR one year of general law enforcement experience, including criminal investigation, apprehension, and arrest. Supervisory experience is preferable.

Special:

A valid California Driver License.

Must work nights and weekends as necessary.

Appointment is subject to a thorough background investigation.

Successful completion of a state-mandated school security course is required after appointment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
08-16-2021  
JPK