I. **Position Title:**
   District Patrol Officer
   **Range:** 17 - CY

II. **Position Description:**
Under the general direction of the Director of Safety and Security, this position is responsible for protecting students, staff, and district assets. This position monitors and patrols district facilities, property, and offices; responds to intrusion alarms and investigates possible building intrusions; minimizes the frequency and/or severity of harmful incidents; communicates observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors; and to do related work as may be required.

III. **Examples of Duties/Responsibilities**
- Patrols and maintains security of school sites, buildings, grounds, and facilities. *(E)*
- Operates a two-way radio, responds to radio summons, and reports incidents. *(E)*
- Responds to a variety of situations, intrusion and emergency alarms, and requests (e.g. accidents, injuries, vandalism, fire alarms, etc.). *(E)*
- Inspects premises to ensure the security of doors, windows, grounds, and gates to prevent and detect signs of intrusion. *(E)*
- Investigates hazards likely to disrupt the educational process or be physically injurious to persons or property (e.g. unauthorized visitors, threats against students, possible violations of district policy, etc.).
- Monitors and implements emergency operation procedures in time of disaster.
- Conducts preliminary investigations to complete reports for property loss, theft, or damage. *(E)*
- Promotes good community relations and protects people and property to provide for public safety.
- Analyzes information and situations regarding activities that may be in violation of district policies and/or an indication of possible criminal activity.
- Prepares a variety of documents (e.g. incident reports, security logs, memos, letters, forms, etc.).
- Reviews security practices and/or concerns of others.
- Collaborates with other school and district personnel, assigned SRO/law enforcement, representatives of local agencies, etc. *(E)*
- Maintains a variety of information, files and records (e.g. schedules, investigations, guidelines, etc.).
- Intervenes in potential conflicts and physically restrains persons involved in crimes, fights, or other acts of violence. *(E)*
- Enforces district regulations including, but not limited to smoking, truancy, tardiness, and vandalism.
- Attends extracurricular events such as dances, athletic events, drama productions, and other events to maintain order and deter crime.
- Performs related duties as may be required.

*(E) - Essential*

IV. **Minimum Qualifications:**
Knowledge of:
- The State of California School Security Officer Training course (SB 1626).
- Adolescent and adult behaviors.
- Correct English usage, spelling, grammar and punctuation, letter and report writing.
- Basic objectives, goals, policies and procedures of a school district and relationships to state law and other school organizations.
- General public relations.
- District discipline plan, rules and regulations, goals and objectives for achieving positive student relations.
- Child abuse identification and reporting procedures.
- Awareness and identification of drug/alcohol abuse; weapons; and gang-related activities, behavior, or attire.
- School community and the community socioeconomic status and attitudes.

**Ability to:**

- Understand, interpret, and apply policies, procedures, rules, and written directions to specific situations.
- Pursue, apprehend, and constrain persons.
- Intervene in fights as well as verbal and physical confrontations.
- Confront unauthorized visitors on campus.
- Observe/analyze situations, exercise sound judgment, and adopt effective courses of action.
- Work independently in the absence of a supervisor.
- Remember details such as faces, names, and incidents.
- Work varying hours including nights, weekends, and holidays.
- Learn the operation of communication devices and other job-related equipment.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships.
- Develop effective relationships with young people.
- Provide a positive role model of adult behavior
- Effectively work with and deter students displaying negative/undesirable behaviors.
- Cope with negative and abusive attitudes.
- Report situations and behavior accurately.
- Learn and utilize new and current technologies.
- Maintain confidentiality of privileged information.

**Education and Experience:**

- Graduation from high school or equivalent, **AND**
- Experience working with adolescents is desirable.

**Licenses and Certificates:**

- Valid California Class C Driver’s License.
- A driving record insurable under district standards.
- Valid First Aid and CPR Certificates, to be obtained within 30 days of employment.
- Certificate of completion of School Security Officer Training, meeting the requirements mandated by SB 1626 for Campus Security Personnel as defined in Education Code Section 38001.5.
- Completion of POST certified P.C. 832 Course.
- Possession of a California Bureau of Security and Investigative Services guard card.
- Possession of a valid POST Level I Module certificate or Module “C” certificate is preferred.

**Training(s):**

- During the course of employment with Moreno Valley Unified School District, this position will require ongoing trainings, including but not limited to bike training, pepper spray, physical agility, Tasers, and/or other trainings that may be required.
V. **Working Conditions:**

**Environment:**
- Office/school campus.
- Subject to adverse weather conditions.
- Subject to adverse interpersonal situations.
- Subject to frequent interruptions.
- Subject to driving a vehicle to conduct work.

**Physical Abilities:**
- Visual acuity to inspect records and reports.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment.
- Bending, stooping, and squatting.
- Gripping and grasping.
- Climbing on step stools or step ladders.
- Climbing/scaling fences or barriers.
- Standing and walking for extended periods of time, may also include occasional running.
- Crawling in tight spaces.
- Heavy work: lifting, carrying, pushing, and/or pulling up to approximately 100 pounds.

CSEA Negotiations:  07.14.16
Board Approval: 10.10.17
CSEA Negotiations: 01.30.18
Board Approval: 02.13.17
CSEA Negotiations: 01.18.19
Board Approval: 03.05.19