



**SECURITY & PREVENTION VOLUNTEER  
Position Expectations**

In order to aid you in making a decision how best you can provide volunteer assistance to our schools, the following Security and Prevention Volunteer Positions expectations are provided. Please note; the expectations described below are the minimum required of the associated volunteer position, however, your school's principal may ask you to perform additional volunteer duties based on your time of availability and experience.

Position Title	General Duties
Transportation Monitor	Directly observe traffic, parking, and drop-off activities in the morning from approximately 7:15 until approximately 7:55. The Transportation Monitor <i>immediately</i> reports any concern, traffic violation, parking violation, or unsafe condition to school administration or staff via school radio. Where available, the Transportation Monitor will wear a panic button to be used in case of emergency or imminent threat.
Parking Lot Monitor	Observe student, parent, visitor, and other activity in the school parking lot during morning drop off and afternoon release. The Parking Lot Monitor <i>immediately</i> reports any concern, traffic violation, parking violation, or unsafe condition to school administration or staff via school radio. Where available, the Parking Lot Monitor will wear a panic button to be used in case of emergency or imminent threat.
Exterior Campus Security Monitor	Monitor activity outside of the school at predetermined times during the school day. The Exterior Campus Security Monitor will be visibly identified by an assigned vest/badge, and be equipped with a school radio to communicate with office and administration.
Student Drop Off Monitor	Observe student drop off outside main entrance of school in the mornings from approximately 7:15 until approximately 7:55. The Student Drop Off Monitor will also scan the general campus area in the mornings and report anything unusual or suspicious persons or objects, and be cognizant of suspicious activity. This Monitor will report concerns to school administration or staff on duty.
Student Pick Up Traffic Monitor	Assist with student pick beginning and ending at a time designated by the Principal. The Student Pick Up Monitor will observe students as they get into cars and assist motorists as they exit campus and be cognizant of suspicious activity; reporting concerns to school administration or staff on duty.
Hall Monitor	Be a presence in the building in the mornings, or as requested by the principal, as children enter the school and go to the cafeteria or other areas from a time designated by the principal, assist parents with check in at the office, and make sure students are safe. Be cognizant of suspicious activity, and report concerns to school administration or staff on duty.
Cafeteria Monitor/Mentor	The Cafeteria Monitor/Mentor will monitor student activities while they are eating in the cafeteria or designated area. The monitor will circulate throughout the cafeteria engaging students in conversation in order to promote positive nurturing relationships as "career guides"; and reporting any suspected acts of bullying or harassment to the principal via radio or other means as directed by the principal..
Crisis Management Assistant/ General Purpose	Be on call and available to provide general support to a school in response to a critical incident or crisis. The CM-A may be asked to perform any number of specific tasks to support the post critical incident or crisis. This volunteer position will require additional, specific training which will be provided by the school's principal.
Crisis Management Parent Student Reunification	Be on call and available to respond to a situation that warrants evacuation of a school to assist in the parent student reunification process. This volunteer position will require additional specific training which will be provided by the school's principal.
Crisis Management Crowd Control	Be on call and available to respond and assist SRO and school staff in crowd control in conjunction with a critical incident or crisis. This volunteer position will require additional specific training which will be provided by the school's principal.
Crisis Management Communications & PR	Be available to assist in communications made by the school principal to parents of students of the school, answer phone calls and/or deal with concerned parents seeking information about a critical incident or crisis. This volunteer position will require additional specific training which will be provided by the school's principal.
Crisis Management Search & Rescue	Be available to assist in an immediate need to perform search and rescue efforts in tandem with SRO & first responders, or initiate efforts prior to first responder arrival. The person who volunteers for this position should be versed in SAR techniques, preferably retired or off duty law enforcement, first responder, fire fighter, or military. This volunteer position will require additional specific training which will be provided by the school's principal.
Crisis Management Site Security	Be available to assist SRO and school administration in providing site security during and after a critical incident or crisis. Security includes, but is not limited to, being present at an evacuated school building (if deemed safe) to prevent looting, etc., being on-site at a parent student reunification rally point, or being present to assist SRO in the event of a school evacuation. The person who volunteers for this position should be versed in physical and personal security techniques, preferably retired or off duty law enforcement, first responder, fire fighter, or military. This volunteer position will require additional specific training which will be provided by the school's principal.



# Cherokee County Schools

## Criminal Background Investigation Release Form

The purpose of this form is to notify you that a criminal records check will be conducted on you in the course of consideration for employment with Cherokee County Schools.

Please complete the following information: **(PLEASE PRINT LEGIBLY)**

First Name	Middle	Last	(Maiden)
_____	_____	_____	_____
Social Security No. (REQUIRED)	Date of Birth (mmm/dd/yyyy)	Age	
_____	_____	_____	
Driver's License No.	State of Issue		
_____	_____		

Present Address: \_\_\_\_\_  
*(Include zip code)*

Other States in which you have lived within the past 10 years:  
*(Use a separate sheet if more room is required)*

County/City/State: \_\_\_\_\_ Dates: \_\_\_\_\_

County/City/State: \_\_\_\_\_ Dates: \_\_\_\_\_

County/City/State: \_\_\_\_\_ Dates: \_\_\_\_\_

In connection with this request, I authorize all corporations, former employers, credit agencies, education institutions, law enforcement agencies, city, state, county, and federal courts, and military services to release information about my background including, but not limited to, information about my employment, education, driving record, criminal record, and general public record history to the person or company with which this form has been filed, or their agent, Chapman Corporation. This releases the aforesaid parties from any liability and responsibility for collecting the above information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please indicate type employment applying for below:**

Security and Prevention Helping Hands Volunteer