

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

INSTRUCTION

JD 4200.1

SECURITY GUARD

Definition

Under the general supervision of the Director of Facilities, performs tasks related to maintaining facility security and safety. The workday/week will be arranged as needed. Employees in this position will perform service without being armed.

Responsible to
Director of Facilities

Examples of Duties

1. Patrol grounds and maintains campus free of all unauthorized persons.
2. Contact appropriate law enforcement agency when the need arises.
3. Enforces loitering/skateboarding laws, parking and traffic regulations.
4. Makes court appearances as needed.
5. Investigates and reports illegal acts which occur or have occurred on campus.
6. Insure doors and windows are secured.
7. Contact appropriate person regarding graffiti; unsafe conditions, unsecured entries/windows.
8. Contact appropriate person or take action regarding malfunctioning equipment, utilities, utilities left in use, or occurrences due to natural hazards.
9. Performs other duties as may be assigned.

Qualifications Guide Knowledge of:

10. Shut-offs, circuit breakers, other utility controls.
11. Codes, laws, regulations, and policies including citizen's arrest.
12. Limitations and extent of authority.
13. Techniques of security patrol.
14. Use of radios and other communication equipment.
15. Methods of securing potential crime scenes.

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16. Basic First Aid techniques.

Ability to

17. Work in cooperation with other security persons as a security team.
18. Exercise good judgment in potentially dangerous situations, using non-confrontational techniques.
19. Keep logs, records and protect evidence.
20. Communicate effectively with members of the public.
21. Successfully pass pre-employment Drug/Alcohol Screening.
22. Secure areas of potential police investigation.
23. Pass background investigation, including fingerprinting or other methods.
24. Provide own reliable transportation.
25. Assist in scheduling routines and tours of security duty.

Training and Experience

26. Completion of California Security Guard course.
27. High School Diploma or equivalent.
28. Previous security guard experience preferred.
29. Good physical condition.
30. Acceptable driving record.

Licenses

Possession of a valid California Driver's License, and California Security Guard Card; and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: June 15, 1992