Job Title: Security Patrol Officer
Exemption Status/Test: Non-Exempt
Reports to: Security Supervisor
Date Revised: October, 2015
Dept. /School: Security & Telecommunications

Primary Purpose:
Ensure a high degree of safety and security for Garland ISD students, staff, families, community and property by monitoring and patrolling campus grounds and buildings. Assist the local police departments as directed to assist in crisis situations.

Qualifications:

Education/Certification:
High School Diploma, required
Bachelor’s Degree, preferred
TCOLE Certificate, preferred
First Aid, CPR and AED Certification, preferred

Special Knowledge/Skills:
Knowledge of the Occupation Code as it relates to private security
Knowledge of the role of security in a business environment
Knowledge of report writing as part of security operations
Ability to work with diverse cultures
Ability to work under pressure in crisis situations
Bilingual (English and Spanish)
Ability to utilize two-way radios to communicate with other officers and first responders
Provide valid Texas Class C driver license and prove insurability to operate district vehicles.

Experience:
Minimum of two (2) years’ experience in the security industry

Major Responsibilities and Duties

Security and Telecommunications

1. Ensure schools are properly and adequately secured by patrolling school property, including physical checks of all district owned property, well as monitoring premises for the presence of non-district persons.
2. Perform campus weapons screens as directed by supervisor.
3. Report criminal activity, damage, unlocked doors or windows and/or any unusual incidents at district facilities.
4. Conduct minor repairs and/or cleanup to facilities as directed.
5. Maintain a working, professional rapport with district staff and school resource officers at all times.
6. Maintain and clean district vehicle daily.
7. Serve as a security dispatcher when needed.
8. Maintain a high level of emotional and physical restraint when dealing with student violations of the code of conduct.
9. Successfully manage crisis situations in coordination with campus administrators and the campus SRO.
10. Adhere to district directives, policies and safety standards as they relate to daily duties.
11. Perform self-study and attend training to maintain technical proficiency on systems utilized by the district along with completing NIMS and emergency operations training.
12. Perform all work in a professional manner that reflects positively on the security department, superintendent and the Board of Trustees.
13. Assist with any security issues as directed by the director of security and telecommunications.

Policy, Reports, and Law

14. Complete all reports necessary throughout shift as documentation for all designated events.
15. Comply with all laws when transmitting information via first responder radios.
16. Comply with the International Fire Code as required when responding to fire alarms from district facilities.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; safety equipment

Posture: Ability to stand and sit for prolonged periods of time; ability to climb a ladder; ability to kneel or crawl

Motion: Prolonged sitting and walking; twisting, reaching, pushing/pulling; overhead reaching

Lifting: Lifting up to 50 pounds (ladder weight) on a regular basis; light carrying under 20 pounds (tool bag) on a regular basis

Environment: Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards; exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; work alone; work prolonged or irregular hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; climbing stairs; driving school vehicles; ability to exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written).

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.