



Job Title: Campus Security Officer

Department: Campus Police
Reports To: School Safety Officer
Grade: TS-5
Number of Days: 10 Months
Overtime Status: Non-Exempt
Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Under general team leadership of the School Safety Officer, the Campus Security Officer provides security presence and assistance to faculty, staff and to School Safety Officers in promoting a safe and orderly school environment protecting the welfare of students and staff. Security officers will be expected to assist at athletic events, special events and other assignments outside the normal duty time. The School Safety Officer on site will provide leadership, supervision and mentorship to the Campus Security Officer. The Security Officer assists the School Safety Officer in proactively interacting with students and administration with the aim of preventing safety issues and in providing guidance to help students make good

decisions. It is expected that the Campus Security Officer will support the School Safety Officer in the securing buildings and property, investigating disturbances, maintaining order during events and in assisting school leaders in building a school climate that is safe, supportive, and joyful along with a culture of care and respect both from adults to students and students to adults. In emergency situations respond to the scene, the Campus Security Officer will provide first aid, and alert additional police or emergency personnel as appropriate.

Minimum Qualifications:

- Must possess a current Council of Law Enforcement Education and Training (CLEET) Armed Security Guard License-Phase IV
- Must meet all standards to be a CLEET-licensed Armed Security Guard - Phase IV set forth in state law, including but not limited to:
 - Be a citizen of the United States or an alien legally residing in the United States
 - Be at least twenty-one (21) years of age
 - Have no felony convictions or other disqualifying convictions
- Must take all necessary continuing education training to maintain a CLEET Armed Security Guard License - Phase IV throughout employment, including annual firearms recertification training/testing
- Must possess a valid Oklahoma Driver's License Class D or higher certification and an acceptable driving record
- Must possess a High School diploma or GED equivalency
- Must not be a current user of illegal controlled substances or of any substance that would cause an inability or an impaired ability to safely perform the essential functions of the position
- Must be flexible and available to work any/rotating shift (nights, weekends and holidays), including overtime as needed
- Pass pre-employment drug screening and background checks

Physical Requirements:

- Must possess the physical strength and stamina necessary to chase and subdue fleeing persons and rescue victims. This includes being able to run long distances, jump, crawl (to function in confined spaces), climb, lift, drag and pull at least 165 pounds
- To establish fitness for duty, must successfully pass a physical ability/job task simulation test selected by campus police leadership prior to hire and regularly thereafter as required; an example of the simulation test that may be selected by the District includes the 2003 Physical Agility Test, as amended (a test that has been used by the Tulsa Police Department)
- Must be able to stand, stoop, sit and walk. Must be able to stand for long periods of time and walk much of the day while patrolling and interacting with students and staff on school property
- Must be able to occasionally lift light and heavy objects, use tools and equipment requiring a high degree of dexterity, operate firearms and utilize the appropriate physical dexterity and force to apprehend suspects
- Capable of operating and maintaining a squad vehicle and related tools and equipment
- Must possess the visual acuity necessary to observe surroundings, identify persons, detect danger, read licenses and tags and possess the aural acuity to understand conversations in quiet and noisy environments, understand radio transmissions,

distinguish between car backfires and gunshots and determine the location of persons in distress

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Assist in managing student activities for the purpose of promoting a safe and secure school environment including, but not limited to hallways, corridors, cafeteria areas, parking lots, classrooms and assembly rooms (note that the Campus Security Officer may be deployed/assigned to support a school team or to support safety at a central office site such as ESC, Transportation and/or Enrollment Center)
- Consistently build positive relationships with students and to implement de-escalation and restorative justice practices as directed by the department and district
- Take direction from a certified School Safety Officer and effectively coordinate with school leadership and provide support to the school team
- Assist in the investigation and follow up on all reported crimes, student code violations or administrative issues that should be documented
- Work to gather information to prevent any offenses that may occur at school or at any special event
- Be an active member and participant with the school community site safety committee or similar meetings that need representation from Campus Police
- Conduct foot and mobile patrols of the campus, facilities and vicinity, respond to reports of criminal activity and accidents, and write and submit comprehensive reports
- Respond to all intrusion alarms, open doors for access for vendors/contractors, secure buildings, arrest criminal violators when necessary
- Provide leadership and support to cohort of schools, school leaders, students, and families of students, or to school sites as directed by the Chief of Police or other department leaders
- Consistently demonstrate behavior and approach to work that reflects the values and mission of the department and the school district to help students succeed
- Enforce applicable Board, district, and campus police policies
- Attend departmental training and maintain accurate activity log
- Provides necessary testimony in court or in the suspension appeals process as needed
- Ability to work collaboratively with others on a team
- Other duties as assigned by School Safety Officer and department leadership

Skills and Abilities Required: The following characteristics and physical skills are required for the successful performance of assigned duties.

- Able to effectively communicate with individuals of different backgrounds, particularly those who are in a highly stressful emotional state
- Ability to create clear and effective written reports that show a concise yet complete chronological order of events
- Prior experience in a school environment or in security or policing is desired
- Effective written and oral communication skills

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Work within in a school environment with a diverse population
- Extensive interactions with juveniles enrolled in the district
- Extensive interactions with members of the public, including families and other patrons
- Interaction with other agencies in a multijurisdictional environment
- Interactions with and work involving students with special needs in a variety of situations
- Shift work with fluctuating schedule as necessary to meet the needs of the department and the district
- May be required to be in an "on call" status
- Work within an office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Work at special events and meetings outside of regular work hours
- Work in indoor and outdoor venues, including school stadiums, gyms and auditoriums
- Work within, and as appropriate outside of, school and district property

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.