

Safety and Security Specialist- US 20 (Secondary/High School)

Best Practices and Illustrative Tasks

Safety and security specialists supervise and manage programs designed to provide for the safety and security of students, staff members and visitors of their school. This includes safety and security measures for the physical plant. The specialists assist with the development and implementation of programs that foster a safe environment and positive school-community relations; supports various aspects of student activities; and performs related duties as required or assigned.

The following is a list of the typical tasks and best practices of the specialists in our schools:

- Supervise security assistants
 1. Oversee daily tasks and scheduling of assistants
 2. Hires and formally evaluates and monitors performance
 3. Provides training and ensures state mandated certification requirements are met for all required staff. Coordinates training needs with the Office of Safety and Security.
 4. Provide for equipment and other logistical needs

- Administrative staff functions
 1. Update and advise principal on incidents, trends, and activities
 2. Investigates violations of rules, regulations and student behavior
 3. Maintains liaison, coordinates efforts and investigations with SRO, police and fire
 4. Prepares statements of facts and attends suspension/expulsion hearings, as needed
 5. Represents the school in court hearings, as needed
 6. Attends administrative staff and community meetings and reports on safety/security matters
 7. SR & R presentations, as required, to students
 8. Ensures all necessary reporting requirements are met

- Emergency Preparedness/Crisis Planning
 1. Maintains and updates online crisis/security plans
 2. Assists in coordinating tabletop exercises and staff training
 3. Assists in coordinating and conducting all drills (fire, tornado, bus evacuation, lock downs)
 4. Maintains and distributes classroom guides for emergencies (red flip charts)
 5. Maintains classroom fire evacuation maps and fire safety manuals
 6. Prepares, updates and maintains emergency "go-kits"
 7. Coordinates necessary training in National Incident Management System (NIMS) for all affected personnel
 8. Coordinates efforts with OSS and administrators on implementation of system wide and county emergency plans
 9. Coordinates efforts with OSS and Red Cross on needed shelter operations
 10. Assists with school based maintenance and updating of the Message Alert System (MAS)
 11. Briefings on plan(s) updates with school crisis management team
 12. Development and implementation of programs designed to mitigate the potential for harm or disruption to the instructional environment.

- Logistics
 1. Control, inventory management, distribution and repair/replacement of school keys
 2. Repair/replacement of school locks, including authorized padlocks
 3. Control, inventory management, distribution and repair/replacement of portable radios/batteries and chargers
 4. School locker maintenance coordination, combination issuances and changes
 5. Maintenance, control and life cycle replacement of all equipment issued for safety/security purposes. (e.g., cameras, alcosensors, flashlights)
 6. SAFAS emergency contact list updates and submissions
 7. S.T.A.R.S. reporting program for students and staff: accident reports, etc.
 8. Maintenance work ordering for safety/security related repairs
 9. Coordinates with the Office of Safety and Security for requests of uniformed security support and planning assessments.

- Physical Security/Safety
 1. Patrolling of school interior and grounds during regular hours or special assignments
 2. Lunch time coverage of cafeteria and affected areas
 3. Parking lot traffic control
 4. Parking management of student and staff parking permits, including FCPS issued permits and Hayes parking lot software.
 5. Oversight and responsibility of student parking permit sales account
 6. Assists with coordination of bus traffic, bus arrival accounting, and parking issues on school grounds
 7. Coordinates with appropriate educational staff, custodial staff, and operating engineer staff on security and safety requirements and procedures (e.g. science lab safety, trade/industry shops, gasoline storage, and exterior security lighting)
 8. Ensures sound visitor control procedures are implemented and followed
 9. Ensures compliance with life safety requirements (e.g. fire extinguisher inspection, fire alarms, corridor/door egress)
 10. Ensures compliance with safety and security procedures for all modular classroom, office and storage structures
 11. Coordinates efforts and assists OSS safety inspectors and specialists on all required safety audits and inspections (e.g. science, theatre, shop inspections); ensures corrective action is taken in a timely fashion
 12. Ensures effective access control measures, both exterior and interior, are adhered to, including securing doors as required by regulation
 13. Implements effective security measures for computers and other I.T. equipment, and follows up on staff compliance
 14. Promptly reports loss due to theft, vandalisms to risk management through the established procedures
 15. Assists in the development of traffic flow plans and acts as liaison with transportation services and OSS safety specialist
 16. Coordinates efforts and assists the Fairfax County Fire Marshal during annual Life Safety inspections; ensures corrective action is taken in a timely fashion

- Event Security
 1. Coordinates effective security and police coverage for athletic and other events
 2. Coordinates security for graduations, to include off site locations
 3. Reviews and relays procedures to staff for safe/secure practices for field trips
 4. Coordinates traffic details for events/activities
 5. Coordinates security details and acts as liaison with public safety and OSS during times of emergency, to include media presence due to tragic events
 6. Coordinates with public safety on training events and special details utilizing school, to include planned K-9 searches
 7. Performs tasks as needed to provide for the safety and security of students and staff during incidents or activities not normally occurring in the school community

State Mandated Certification Requirement for Safety/Security Specialists and Assistants

In 2002 the General Assemble enacted legislation, Code of Virginia §9.1-102. 45, requiring all School Security Officers (SSO) employed in public schools to successfully complete a compulsory 32-hour training curriculum approved by the Virginia Department of Criminal Justice Services (DCJS) to be certified as a School Security Officer. The initial DCJS School Security Officer Certification Course is designed to provide SSO's with a baseline of knowledge to perform their job. The standardized curriculum includes the role and responsibility of school security officers, relevant state and federal laws, school and personal liability issues, security awareness, mediation and conflict resolution, disaster and emergency response, and student behavior dynamics. An SSO will receive certification if they score at least 80 percent on each of three in-class written examinations.

As a condition of employment, all FCPS Safety and Security Specialists, and Safety and Security Assistant I and II must obtain SSO certification within 60 days of hire and complete 16-hours of in-service training during each 2-year period after initial certification. This training is provided by the Office of Safety and Security.

Questions concerning certification and training can to be directed to Gary Ball at 571-423-2000 or via FCPS Outlook

Job Specifications

Job class specifications for the safety and security specialist and assistants can be found online on the Department of Human Resources Internet webpage.

<http://www.fcps.edu/DHR/jobspecs/index.htm>