



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Campus Security Officer

Reports to: Police Chief
Department: Police Department
Number of Days: 10 Months (200 days)
Compensation: TS-03
Overtime Status: Non-Exempt
Date Job Revised: June 7, 2011

Position Summary: Under general supervision of the Police Chief provides security presence and assistance to faculty, staff and to Campus Police Officers in the enforcement of state laws and the Student Code of Conduct. The position will be supervised on site by the Campus Police Officer who will be responsible for all security and policing issues on campus. Security officers will be expected to assist at athletic events, special events and other assignments outside the normal duty time.

Qualifications/Job Requirements:

Education:

- High School Degree or GED

Specialized Knowledge, Licenses, etc:

- Council of Law Enforcement Education and Training (CLEET) Armed Security License
- Oklahoma Drivers License Class D or higher certification

Experience:

- Any prior experience in a school environment or in security or policing is desired

Specific Training/Skills:

- Able to effectively communicate with all persons regardless of socio-economic status or who are from different backgrounds, particularly those who are in a highly stressful emotional state
- Ability to create written reports that show a chronological order of events

Physical Requirements (If Applicable):

- Must be able to pass the following:
 - ✓ Be able to pass the CLEET firearms course of fire for state qualification
 - ✓ Be able to lift 50 pounds
 - ✓ Be able to run/walk 1.5. miles without stopping

Customer Contacts (Internal and External):

Internal: All faculty, staff and employees of the Tulsa Public School District

External: Students, parents and any other persons utilizing the educational services or facilities of the district

Essential Job Functions:

- Assist in the investigation and follow up on all reported crimes, student code violations or administrative issues that should be documented.

- Assist in controlling student activities including but not limited to: hallways, corridors, cafeteria areas, parking lots, classrooms and assembly rooms. To patrol these areas and determine if student code violations do exist and to take proper action.
- Be able to take direction from a certified police officer who will be the primary first line supervisor.
- Good written and communication skills.
- Provide necessary testimony in Court or in the Suspension Appeals Process
- Work to gather information to prevent any offenses that may occur at school or at any special event.
- This is an hourly position and overtime is understood to be compensated at time and one half the working rate unless otherwise designated in advance by the Chief of Police.
- The normal working hours are assigned specific to the needs of the campus assignment and will not exceed an eight (8) hour day in most cases. Beginning and ending times are dependent upon the needs of the District.