



# RIALTO UNIFIED SCHOOL DISTRICT

## SAFETY OPERATIONS SUPERVISOR

### Classified Management Job Description

#### DEFINITION

Under the direction of the Chief of Safety, assigned and delegated the responsibilities of overseeing daily Safety Department operations; will directly assist with overall staff development and technical duties relative to the assigned area of responsibility.

#### DISTINGUISHING CHARACTERISTICS:

The Safety Operations Supervisor is the second level of management within the Safety Department. The Safety Operations Supervisor is distinguished by their entrusted role and demonstrated ability to effectively lead others. As the primary designee of the Chief of Safety, the Supervisor may act on behalf of the Chief during his/her absence. This position involves the performance of a full range of duties as assigned including the performance of more technical and diverse assignments.

#### ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, directs, and supervises the activities of personnel assigned to field patrol, control dispatch services, specialized operations, and general campus safety assignments.
- Provides overall technical and daily supervision. Oversees and participates in training activities for department personnel.
  - Conducts briefing sessions and provides updated pertinent information.
  - Keeps abreast of new trends and innovations in campus safety.
  - Reviews reports submitted by officers to verify completeness and conformance to prescribed standards.
  - Engages with subordinate officers on shift and provide follow up on problems and complaints.
  - Oversees, responds to, and takes reports at accident scenes and emergencies involving students.
  - Reviews all Safety personnel logs, reports and activities on assigned shifts.
  - Supervises, plans, and coordinates traffic and crowd control for school activities and special events.
  - Supervises and conducts criminal investigations including crimes against persons and property, offenses, and testifies in court.
  - Issues and supervises proper maintenance of equipment.
  - Participates in evaluating staff performance; works with employees to correct deficiencies.

Performs other duties as assigned.

#### QUALIFICATIONS

**Knowledge of:** Campus law enforcement; Methods and procedures related to patrol, traffic control, investigations and identification techniques; Departmental and district rules and regulations; Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure; Pertinent school district education codes, local and state laws, local ordinances, particularly with reference to apprehension, search and seizure, evidence and records maintenance, court procedures and traffic control; Basic report preparation; Geography of Rialto Unified School District; Principles and practices of supervision, training and evaluation; Supervise, train and evaluate assigned staff; Prepare clear and concise reports; Demonstrates effective observation skills; Communicate effectively, both orally and in writing; and Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION**

**Education and Experience:**

**Experience:** Five (5) years of successful experience performing safety, security and related services of law enforcement; an additional three (3) years of safety and security experience including a background serving in a leadership capacity overseeing adults and/or juveniles, all preferably in a school setting.

**Education:** High School diploma, GED or a higher degree required; Plus any combination equivalent to: College level course work in criminal justice or related field., supplemented by training or course work in behavior modification

