

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 23, 2012

Legislative File	
File ID Number:	12-1256
Introduction Date:	5/23/12
Enactment Number:	12-1445
Enactment Date:	5-23-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Revision of a Classified Job Description in Police Services

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0244 – Revision of job description for School Police Officer II, Police Services.

DISCUSSION

The current qualifications limit the District to selecting officers with previous law enforcement experience from municipal agencies, who are not familiar with school campuses and working with youth. By opening the School Police Officer II position to recent P.O.S.T. (Police Officer Standard in Training) certified academy graduates, it will expand and diversify the selection pool of qualified candidates. Hiring new academy recruits will also give the District the opportunity to train our officers specifically in the best service of our campuses and our students.

A Meet and Confer has been conducted with the appropriate bargaining unit.

FISCAL IMPACT

The position will be funded by Tier 3 funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0244 – Revision of job description for School Police Officer II, Police Services.

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Position Description

TITLE:	School Police Officer II	REPORTS TO:	Police Sergeant
DEPARTMENT:	Police Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: April 2008 Revised: May 2012	SALARY GRADE:	CSEA 04

BASIC FUNCTION: Under general supervision, patrols Oakland Unified School District's owned and controlled property; performs law enforcement and crime prevention functions; responds to crime-in-progress calls from the police radio regarding the District's property, personnel and students; and does other related work as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

E = Essential Functions

Patrol District property and facilities to protect life and to provide protection against vandalism, theft or other crimes. **E**

Respond to crime-in-progress calls from the police radio and citizens regarding the District's property, personnel and students. **E**

Conduct preliminary investigations. **E**

Take statements and prepares incident reports. **E**

Interview, detain and possibly arrest suspects. **E**

Prepare all reports required by the Oakland Police Department **E**

Respond to emergency calls and alarms on the District's property. **E**

Work closely with local police in dealing with emergency incidents. **E**

Interpret and explain security policies and procedures to District students, staff, parents and the public. **E**

Recommends new or revised policies and procedures to meet changing needs, issues oral and written reprimands and recommends more serious discipline if necessary. **E**

Address students and community groups regarding, safety and security information and the mission of the Oakland Unified School District's Security Force. **E**

Participate in protective service assignments for the Board of Education, District Personnel and visiting dignitaries. **E**

Render first aid. **E**

Arrange and present programs dealing with law enforcement, safety and related subjects to District students and the public. **E**

Assist the Oakland Police Department as necessary. **E**

Perform related police duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a High School Diploma or GED and a P.O.S.T Basic Academy Certificate and either 1) 18 months experience as a permanent School Police Officer I or II, or 2) 18 months of experience as a P.O.S.T. certified law enforcement officer, or 3) Graduate of a P.O.S.T. certified academy within the last 24 months.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Pass an extensive background check

Employment eligibility that will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state and local laws

Departmental policies and procedures

Theory and practice of community oriented policing

Techniques used in problem solving policing

Patrol, crime prevention, traffic enforcement, investigation and identification

ABILITY TO:

Use firearms

Use computer equipment

Analyze situations

Work effectively in physically, psychologically, and emotionally stressful situations

Effectively manage emergency or life threatening situations

Operate police vehicles in a safe and appropriate manner

Work effectively with City employees, supervisors, other law enforcement agencies and the general public

Maintain physical conditioning appropriate to the performance of assigned duties

Maintain firearm proficiency levels

Make sound, independent decisions within established guidelines

Communicate clearly and effectively orally and in writing

Prepare clear, concise and accurate documentation, reports of work performed and other written materials

Work collaboratively and effectively

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting; exposure to dissatisfied or abusive individuals including possible confrontations, fights, and use of weapons

PHYSICAL DEMANDS:

Emotional stability and physical condition necessary to perform the duties of the job class; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents and perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to perform duties including driving a vehicle and using standard police equipment; lifting light objects.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0244

Police Services
Revision of Job Description
- School Police Officer II -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, this position aligns with the District's Strategic Plan for a Full Service Community School District; and

WHEREAS, the District is committed to a structure which focuses on promoting health and well-being, and student achievement and to support sites fully, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves a revised job description for the position of School Police Officer II, Police Services as set forth in the attachment, which is incorporated herein by reference as though fully set forth, effective 12:01 a.m., May 24, 2012:

Passed by the following vote:

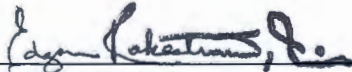
AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Noel Gallo,
Vice President Jumoke Hinton Hodge and President Jody London

NOES: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held May 23, 2012.


Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District