
TITLE: SCHOOL SAFETY OFFICER

QUALIFICATIONS:

1. Maintain a valid NJSP-RPO Carry Permit adhering to the requirements of 2C:39-6, no exceptions. The Superintendent and/or his/her designee must approve the usage of all range qualifications and certified RPO Firearms instructors. A civilian carry permit will not be valid to hold the position of Safety Officer for the Toms River Regional Schools.
2. Adequate experience as determined by the board.
3. Knowledge of security measures, fire prevention, and crowd control
4. Ability to maintain order and to work with groups and individuals on matters security and crisis management.
5. Prior experience in the field of law enforcement preferred.
6. Required criminal history check and proof of U.S. citizenship of legal resident alien status.

REPORTS TO: Superintendent and/or his/her designee

JOB GOAL: To ensure the safety of all students, faculty and administrators.

PERFORMANCE RESPONSIBILITIES:

1. Patrols district buildings assigned to, protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson and theft, and other possible suspicious behavior.
2. Reports any student suspected of having drug or alcohol related problems, or of possessing a weapon to the building administrator.
3. Detains unauthorized person; calls for police assistance in accordance with the district's security plan/crisis management plan.
4. Participates in the district's/school's emergency and crisis management plan as assigned.
5. Ensures the safety of all students, faculty administrators and personnel.
6. Possesses knowledge of all current technology and video equipment.
7. Investigates and makes necessary reports concerning all incidents occurring during the time of supervision.
8. Maintains and keeps all firearms permits to date and provides a copy of the updated permit to the Human Resources Department.
9. Maintains fire arm on person during assigned duty time. It is recommended that the officer carry a mass produced pistol from a reputable manufacturer, 9mm or greater. The holster should be from a reputable manufacturer, level 2 or higher.
10. Has experience in an educational environment, must be able to interact with students in all grade levels.
11. Perform related duties as assigned by the superintendent or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Adopted by: Toms River Regional Schools
Date: 6/18/2013
Revision: February 26, 2019
Revision: October 21, 2020