

LACEY TOWNSHIP SCHOOL DISTRICT

School Safety Officer (SSO)

JOB TITLE: SCHOOL SAFETY OFFICER (SSO)

Under the supervision of the Lacey Township School District, the School Safety Officer (SSO) will oversee and monitor safety and well-being of property, students, faculty and staff at school sites within the District. As directed, the SSO will enforce applicable Lacey Township School Policy; individual school rules, policies, regulations and procedures; and assist in the maintenance of an orderly and safe school environment.

QUALIFICATIONS:

1. Must be a retired law enforcement officer who has previously served as a duly qualified, full time law enforcement officer in any municipality, county, agency of this state, bi-state agency, or federal agency and was separated from that prior service in good standing within 10 years of appointment to this position.
2. Must provide a letter of good standing issued by the Chief of Police listing the date and type of retirement.
3. Must be a resident of N.J. and possess a valid N.J. driver's license by date of appointment.
4. Must be of good moral character and must not have been convicted of any offense involving dishonesty or which would make the applicant unfit to perform his or her duties.
5. Must possess a NJ PTC 'Basic Police Officer Certification' or a New Jersey State Police Academy certification.
6. Must possess a high school diploma, or its equivalent, and be able to read, write, and speak the English language well and intelligently.
7. Must be physically capable of passing firearms qualifications as mandated by N.J. (Must have a valid RPO (Retired Police Officer Carry Permit) and be physically capable of passing future firearms qualifications as mandated by the State Police for an RPO Carry Permit.

ABILITY TO:

1. Perform effectively and efficiently in situations, including emergencies, using tact, diplomacy, and good judgment.
2. Explain and enforce school rules and regulations.
3. Communicate both orally and in writing in a clear and concise manner, particularly with adolescent students.
4. Understand and carry out oral and written directions.
5. Apply policies and procedures related to the assigned duties and responsibilities of the position.

6. Establish and maintain cooperative and effective working relationships.
7. Safely and appropriately operate the equipment and technology assigned and associated with the position.
8. Maintain documentation and records.
9. Meet schedules and timelines.

**The Board may require or accept additional or different requirements as qualifications for this position.

PERFORMANCE RESPONSIBILITIES:

1. Ensure the safety and security of school personnel, students, and visitors on school property and at school activities.
2. Ensure security services are provided to school buildings, facilities, materials/contents, bus stops, parking lots and areas where students may gather.
3. Work collaboratively with site administration and law enforcement personnel in the coordination of security services.
4. Receive and investigate complaints on hazardous conditions and prepare timely responses and necessary referrals to administration.
5. Prepare and maintain a variety of records and reports related to security operations on incidents including but not limited to, incident reports, witness statements, property damage and theft reports, following established school procedures.
6. Conduct foot patrols of assigned areas during, before, and after school hours.
7. Monitor student activities.
8. Assist visitors in their movement to and from school activities and property.
9. Participate in ongoing training as provided.
10. Participate in Safe Schools Committee meetings.
11. Report observances of any evidence pertaining to criminal activity to school administration and law enforcement authorities as directed.
12. May be required to testify in court.
13. May be required to operate school vehicles in the performance of assigned duties.
14. May be required to work night and weekend events.
15. Conduct safety inspections as directed and prepare detailed reports.

16. Conduct threat assessments directed to identify vulnerabilities.
17. Prepare and present safety and security recommendations.
18. Other related work as required or assigned by the Superintendent.

EDUCATION:

Bachelor's Degree preferred

Required Licenses and Certifications:

1. Valid New Jersey Driver's License
2. Possession of current First-Aid and CPR Certification
3. Authorization to carry a Firearm in New Jersey

OTHER REQUIREMENTS:

May be required to participate in additional training courses. Training may include, but not limited to:

1. Restraint and control techniques
2. Search, detaining, preliminary interrogations
3. Chemical agent use
4. Identification of dangerous drugs and improper substances
5. Civil liability
6. Cardiopulmonary Resuscitation (CPR) and First-Aid Certification
7. Crowd control
8. Gang awareness
9. Firearms safety
10. Use of force

UNIFORM AND EQUIPMENT:

An SSO is required to strictly adhere to the dress code as established by the Superintendent of Schools. An SSO may be issued chemical agents, handcuffs, and other equipment as directed by the Superintendent of Schools or his/her designee. The SSO must possess a New Jersey Firearms Identification Card and must have the ability to obtain a handgun permit to possess a handgun meeting the specifications as approved by the district.

TERMS OF EMPLOYMENT:

The position shall be a ten month position.
Salary to be determined by the Board.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually by the Superintendent or assigned Administrator in accordance with established procedures.

Approved By:

Lacey Township Board of Education

Date Approved:

September 15, 2022