



CLASS SPECIFICATION

Class Title: County School Security Chief
Department: Sheriff
FLSA: Exempt
Merit: Non-exempt

Class Code: 7752
Grade: 28
Eff. Date: 06/03/2024

GENERAL PURPOSE

Under general supervision of a chief deputy, performs professional and administrative law enforcement work in overseeing school safety within Davis County in accordance with UCA 53-22 School Security Act. This is a sworn position responsible for enforcing the laws and rules relating to safety and security in public schools, including charter schools, as defined by statute.

EXAMPLE OF DUTIES

Coordinates security responsibilities, protocols, and required trainings between the state security chief, the Davis County Sheriff's Office, and the corresponding police chiefs whose jurisdiction includes a public school within the Davis School District.

In collaboration with the school safety and security specialists, conducts a school safety needs assessment and a building safety evaluation annually; recommends and implements improvements to school facilities, policies, procedures, protocols, rules, and regulations relating to school safety and security based on the results of the needs assessment and building safety evaluation.

Collaborates and maintains effective communications regarding school safety with each school safety and security specialist in the county, each school safety and security director in the county, school resource officers, and local law enforcement agencies within the county.

Reviews and approves applications and backgrounds of individuals requesting participation in the School Guardian Program.

With the corresponding police chiefs whose jurisdiction includes a public school in Davis School District, administers training for all participants in the School Guardian Program and Educator-Protector Program.

In conjunction with the state security chief, administers the School Guardian Program at any school participating in the program in the county, including managing/supervising school resource officers, school guardians, and coordinating with other officers who work in and with the schools.

Coordinates with building inspectors and schools to ensure school compliance with the safety and security standards for a school construction or design project prior to permanent occupancy of the school.

Actively prevents violence, detects violent threats, provides community protection, responds to armed assailants, and makes emergency decisions during such events within the participating schools in Davis School District.

Supervises assigned personnel. Ensures proper training of personnel, establishes performance objectives, evaluates performance in accordance with Davis County and Sheriff's Office policies and



CLASS SPECIFICATION

procedures. Identifies, documents, and addresses performance and disciplinary issues in a timely manner.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

Two (2) years of experience as a sergeant in law enforcement or a correctional facility.

Preference for previous experience as a school resource officer or an educator; a bachelor's degree in Criminal Justice or a related field; certification or demonstrated ability in active shooter response training and firearms instruction.

2. Other Requirements

Must be certified as a Law Enforcement Officer or Basic Correctional Officer through the Utah Peace Officer Standards and Training (POST), or able to obtain Utah POST certification within twelve (12) months of hire date; must maintain certification and complete required annual training.

Must pass the Davis County Sheriff's Office (DCSO) background investigation.

Must pass the physical fitness test annually.

Must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities

Knowledge of: the principles and techniques of effective training and motivation, supervision, and personnel practices; current local, state, and federal laws, ordinances, and regulations pertaining to the ownership and use of personal firearms; recording and reporting of activities; County and departmental policies and procedures.

Skill in: proper use of firearms and other equipment related to public safety and other official duties; operating an emergency vehicle in a safe manner and in compliance with all applicable practices, policies, procedures, and laws/regulations; operating all applicable computer hardware and software applications/programs.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; knowledge of Utah motor vehicle rules and regulations.



CLASS SPECIFICATION

Ability to: teach, present, and instruct large audiences; plan and manage the workload and activities of the School Security program in Davis County; effectively communicate and coordinate with state officials, school administrators, and local police chiefs; fairly evaluate the competency of individuals applying to participate in the School Guardian Program and Educator-Protector Program; understand and follow county and Sheriff's Office policies, procedures, practices, and standards of conduct; exercise sound judgment; respond to emergencies and other incidents before and after regular work hours; prepare and present written and oral reports; make public presentations; compose written correspondence; maintain files, records, and reports; accurately assess and take effective and appropriate action in emergencies; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse; work for sustained periods of time maintaining concentrated attention to detail; maintain confidentiality; perform basic math computations; establish and maintain effective working relationships with supervisors, other employees, other agencies, community professionals, intra and interdepartmental personnel, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***