

MODESTO CITY SCHOOLS

Administrative Regulation

AR 3515.3

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

District Policy Security Department

To be employed as a district security officer, persons shall meet all the requirements for classified personnel in addition to specialized requirements as described below.

Director of Security

The district security department shall be supervised by a director of security designated by the Superintendent and working under the Superintendent's direction. (Education Code 38000)

Qualifications for the position of director of security include but are not limited to knowledge of and ability to apply management, budgeting and contract administration principles and practices. Knowledge of and ability to apply problem solving processes and techniques. Knowledge of and ability to apply effective supervisory techniques. Knowledge of and ability to initiate effective staff development projects. Knowledge of methods, practices, tools, equipment and materials used in security, buildings, furniture and equipment maintenance and repair. Knowledge of methods, practices, tools, equipment and materials used in the security, care and maintenance of school grounds. Knowledge of and ability to plan, organize and direct the work activities of a large work force. Ability to understand and implement complex oral and written directions given in English. Experience Minimum Requirement: Five (5) years minimum of increasingly responsible experience managing and supervising a security/custodial/maintenance program.

Education/Credential Minimum Requirements: Graduation from high school with advanced training in management and supervision skills or equivalent combination of education and experience in the specific area of assignment. Desirable Qualification: Associate of Arts Degree from an accredited college with a specialization in business administration, with coursework in personnel management, or equivalent combination of education and experience related to the position.

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Qualifications of Security Officers

A person employed as a school security officer shall: (Education Code 38001.5)

1. Under the conditions described in Education Code 38001.5, submit fingerprints to the district on forms or electronically, as prescribed by the Department of Justice
2. Be determined to be a person not prohibited from employment by a school district pursuant to Education Code 44237 or 45122.1
3. Be determined by the Department of Justice to be a person who is not prohibited from possessing a firearm

The district shall provide each school security officer, during the employee's regular working hours, a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with POST. (Education Code 38001.5)

The Superintendent or designee may provide district safety officers with additional training in other public safety skills, including but not limited to first aid, rescue, cardiopulmonary resuscitation, emergency medical technician training, juvenile procedures and specialized safety equipment. (Education Code 38002)

Equipment

Each district security officer shall wear a badge bearing the name of the district, carry an identification card bearing a photograph and signature and the signature of the Superintendent, and carry any other identification data required by local law enforcement agencies. (Education Code 38003)

The district shall bear the cost of all required uniforms, equipment, identification badges, and cards. (Education Code 38003)

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The district may provide and maintain motor vehicles for use by ~~police~~ or security department staff. When operated by a district officer in the performance of the officer's duties, any vehicle is an authorized emergency vehicle and may be equipped and operated as such, as provided by the Vehicle Code. (Education Code 38004)

Use of Force

District security officers shall not use a carotid restraint or choke hold involving the application of pressure to a person's neck, trachea, or windpipe. (Government Code 7286.5)

The district security department shall maintain a policy, consistent with guidelines provided by POST, that provides a minimum standard on the use of force and includes all of the following: (Government Code 7286; Penal Code 13519.10)

1. A requirement that officers utilize de-escalation techniques, crisis intervention tactics, and other alternatives to force when feasible
2. A requirement that officers only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance
3. A requirement that officers report potential excessive force to a superior officer when present and observing another officer using force that the officer believes to be beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances based upon the totality of information actually known to the officer
4. A requirement that officers consider their surroundings and potential risks to bystanders, to the extent reasonable under the circumstances.
5. Procedures for disclosing public records in accordance with Penal Code 832.7
6. Procedures for the filing, investigation, and reporting of citizen complaints regarding use of force incidents

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7. A requirement that an officer intercede when present and observing another officer using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed
8. Comprehensive and specific guidelines regarding approved methods and devices available for the application of force
9. An explicitly stated requirement that officers carry out duties, including use of force, in a manner that is fair and unbiased
10. Comprehensive and detailed requirements for prompt internal reporting and notification regarding a use of force incident.
11. The role of supervisors in the review of use of force applications
12. A requirement that officers promptly provide, if properly trained, or otherwise promptly procure medical assistance for persons injured in a use of force incident, when reasonable and safe to do so
13. Training standards and requirements relating to demonstrated knowledge and understanding of the district's use of force policy by officers, investigators, and supervisors
14. Training and guidelines regarding vulnerable populations, including, but not limited to, children, elderly persons, people who are pregnant, and people with physical, mental, and developmental disabilities
15. Factors for evaluating and reviewing all use of force incidents
16. Minimum training and course titles required to meet the objectives in the use of force policy
17. A requirement for the regular review and updating of the policy to reflect developing practices and procedures

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The district prohibits retaliation against an officer or other district employee who reports a suspected violation of this policy by another officer.

Personnel Files

Before any record containing an adverse comment is placed in a district police officer's personnel file, the employee shall read and sign the record indicating awareness of the comment. (Government Code 3305-3306)

Disciplinary Action

Any investigation of a district police officer that could lead to punitive action shall be conducted in accordance with Government Code 3303-3304.

If the Superintendent or designee decides to impose discipline following investigation and any pre-disciplinary response or procedure.

ADOPTED: April 9, 2022