



Position Title: **Armed Security Officer (ASO)**

Grade:

DEPARTMENT: Law Enforcement
REPORTS TO: Public Safety Administrator
SUPERVISORY: N/A

Job Summary:

This position monitors access to school buildings and grounds, engages in the detection and/or prevention of any unauthorized activity on or around school grounds, including but not limited to, the unlawful intrusion or entry on school property from imminent life threatening dangers, and takes immediate action without hesitation to intervene in any incident of extreme violence on school grounds up to and including active shooter situation in order to prevent the loss of life of students and staff.

Supervision:

Supervision Received: Works under the general direction of the Public Safety Administrator with input and direction from school building administration.

Supervision Given: N/A

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Engage in the detection and/or prevention of any unauthorized activity on or around school grounds, including, but not limited to, the unlawful intrusion or entry on school property from imminent life-threatening dangers.
- Immediately and without hesitation, act to intervene in any incident of extreme violence on school grounds up to and including an "active shooter" in order to prevent the loss of life of students and staff.
- Identify and address unauthorized persons who pose imminent life-threatening danger and take appropriate action with respect to such persons, if necessary.
- Monitor access of building and grounds (when applicable), make routine checks of exterior doors to ensure they are closed and locked, at appropriate times, and take steps to deter or prevent entry by unauthorized persons on school property.
- Respond to situations which may jeopardize the welfare of students or staff in accordance with all applicable federal and/or Connecticut laws and Board policy and notify/coordinate with law enforcement when appropriate.
- Monitor parking lots during arrival and at dismissal from school.
- Identify and report any hazardous conditions to school administrators or other appropriate staff members.
- When applicable, and within the training and expertise of the ASO, assist school nurse and

administrators with medical emergencies.

- As requested by the administration, assist in the development and implementation of plans and strategies to prevent and/or to minimize dangerous situations on school grounds.
- Act as liaison and make notification to appropriate public safety or EMS first responders in routine, emergency, or high-risk situations as directed by the administration.
- Participate in professional development and training deemed necessary by the Public Safety Administrator and school administration including mental health issues and social-emotional learning in students.
- Store firearm, ammunition, equipment, or other weapons, safely and in accordance with all applicable Board policy and federal and/or Connecticut laws.
- Required to successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements.
- Required to successfully complete annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council's, as well as any other training required by law or Town policy.
- Required to keep all security certifications and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms or other weapons on school property
- Meet and greet students, staff, and public respectfully and courteously.
- Carry any legally prescribed identification card at all times while on school property.
- Call police/law enforcement officials for assistance as needed.
- Abide by all Town and Board of Education Policies and Regulations.
- Work with SRO position assigned to school facility.
- Perform other duties as assigned by the Public Safety Administrator, Superintendent of Schools, and/or the building administration.

Minimum Required Qualifications:

(Must be able to perform each essential function satisfactorily with or without reasonable accommodations. The requirements below are representative of the knowledge, skill, and ability required. An individual may be required to submit to fitness for duty examinations at least annually, or as may be necessary, in accordance with the law to determine his/her ability to perform the essential functions of the position.)

Education, Training and Experience:

High School diploma or GED equivalent required and must have fifteen (15) or more years' experience as a sworn law enforcement officer with an organized local police department or the Department of Emergency Services and Public Protection and provide positive references from each prior employer for which they served in a law enforcement capacity.

Special Requirements:

- Must have been certified by the Police Officer Standards and Training Council while serving as a sworn law enforcement officer.
- Must have retired or separated in good standing from an organized local police department or the Division of State Police as required by Connecticut General Statute 10-244a
- Must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer as required by law.
- Must have received an honorable military discharge, if applicable.
- Must possess a valid driver's license with no significant traffic infractions and the ability to provide his/her own transportation
- Must possess a valid pistol permit
- Must participate in and pass a full background investigation and/or mental health screening which may be required by the Town or by state or federal law

Knowledge, Ability and Skill:

Knowledge: Must possess a thorough knowledge of law enforcement protocol and training in intervention techniques. Thorough knowledge of de-escalation methods. Thorough knowledge of interpersonal and communication techniques. A working knowledge of school policies. Knowledge of local, state, and federal law enforcement regulations for armed security officers in school settings.

Ability: Able to professionally interact with students, parents and staff. Ability to maintain strict confidentiality. Ability to respond without hesitation to extreme situations for the safety of others. Ability to enforce regulations firmly, tactfully, and impartially. Ability to communicate effectively orally and in writing.

Skill: Must have excellent integrity and demonstrate good moral character and initiative.

Job Environment:

The work is in an educational setting and involves moderate risks or discomforts that require special safety precautions (e.g., periodically loud settings such as cafeteria, gym, or hallways, etc.). Employees may have to intervene in physical confrontations which may require above average physical exertion. Employees may be required to use protective clothing or gear such as but not limited to protective vests, or shields.

The work requires physical exertion such as long periods of standing; walking over rough or uneven terrain or surfaces; recurring bending; crouching; stooping; stretching; reaching. The work may require the occasional lifting of moderately heavy items (up to fifty pounds) such as boxes required for the work or similar activities. The work requires sufficient strength to manage a non-compliant or aggressive individual. The work may require above average but common physical characteristics and abilities such as above average agility and dexterity.