



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** School Safety Officer, Special Investigative Unit (SIU)  
**JOB CODE:** New  
**CLASSIFICATION:** Non-Exempt  
**PAY GRADE:** TBD  
**BARGAINING UNIT:** Police Benevolent Association  
**REPORTS TO:** Chief, Special Investigative Unit (SIU) or Designee  
**CONTRACT YEAR:** 204 Days or 244 Days

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**POSITION GOAL:**

To provide a safe and supportive learning environment by serving as a resource for students, parents, staff and the community.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The School Safety Officer, Special Investigative Unit (SIU) shall carry out the performance responsibilities listed below:**

- Support the Safety, Security and Emergency Preparedness Division by providing Broward County School District with on-site professional safety and security and law enforcement services, to include serving on various committees or participation in working groups as requested.
- Perform all functions of a sworn law enforcement officer in compliance with F.S 943.10 and F.S. 1006.12.
- Protect and secure the school site and its occupants to include school activities that occur on or off campus before or after normally scheduled hours.
- Participate in Behavioral Threat Assessments.
- Enhance student knowledge of the law enforcement function and of the fundamental concept and structure of law.
- Promote positive interaction and enhance relations between students and law enforcement.
- Provide assistance and support for crime victims identified within the school setting.
- Present educational programs concerning crime prevention and the rights, obligations and responsibilities of students as citizens.
- Provide approved instructional activities to students in areas of instruction within the SSO's experience, education and training.
- Provide assistance related to the Florida School Safety Risk Assessment Tool.
- Serve as a liaison to law enforcement agencies and community agencies that have a mutual interest and concern for the safety and security of the District for the area in which they are assigned and directed by the immediate supervisor.
- Provide guidance to staff or others as directed, to effectively conduct investigations in coordination with the immediate supervisor.
- Assist with the development or enhancement of District procedures related to safety and security and make recommendations for revisions to procedures, as appropriate.
- Conduct criminal and administrative investigations as directed by the immediate supervisor and prepare detailed case documentation including written reports which are clear, concise, thorough and completed under strict timelines.
- Prepare strong documentation and written reports which are clear, concise, thorough and completed under strict timelines.
- Conduct analysis of safety and security incidents to assist with the determination of security needs and/or programs for a location; report findings with recommendations for implementation; make oral presentations, and conduct training to District personnel.
- Review investigative reports and take appropriate action to address issues.
- Assist other law enforcement agencies, Child Protective Investigations Section (CPIS), Florida Department of Children and Families (DCF) with School District related investigations.

- Provide required assistance in the handling of emergency situations by taking appropriate action, including making arrests, as necessary.
- Subject to emergency call back during off duty hours.
- Represent the District in administrative and/or criminal hearings by providing accurate, clear, and concise testimony.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal, state and local laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- A minimum of five (5) years, within the last eight (8) years, in law enforcement at the local, state or federal level.
- Currently hold and actively maintain a valid certificate of compliance for Law Enforcement Officers in good standing from the State of Florida Commission on Criminal Justice Standards and Training.
- Must possess and maintain a valid Florida Driver's License.
- Requires prior experience working with students or adolescents.
- Requires the skills to effectively communicate and work with all levels of District and school-based staff; parents, students at all age levels, community representatives and law enforcement agencies.
- Effective verbal and written communications skills.
- Prior experience preparing thorough detailed documentation.
- Prior experience preparing thorough documentation with a demonstrated ability to produce written reports, under strict timelines, that are clear, concise, and thorough; ability to clearly and accurately communicate facts of case.
- Demonstrated ability to clearly and accurately communicate facts during criminal or administrative proceedings.
- Computer skills as required for the position, to include Microsoft Office.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned associate degree in criminal justice, criminology, public administration, law enforcement or related field from an accredited institution.
- Evidence of certification in the area of Crime Prevention Through Environmental Design.
- Evidence of successful completion of college level courses in criminal justice, police administration or related field.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently works with staff, at all levels, throughout the District; students, parents, community, and law enforcement personnel to ensure the safety and security of District students, staff, stakeholders and sites.

**PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently as needed to move objects and to meet all requirements of the role.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

**PUBLIC RECORDS EXEMPTION:**

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

Board Approved: 05/18/2021

Board Adopted: 06/15/2021