



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 \* Fax - 916-354-2082

### SECURITY COMMITTEE

*(Director Linda Butler and John Merchant)*

Regular Meeting

March 5, 2026, at 9:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

### AGENDA

**1. Call to Order**

**2. Comments from the Public**

*If you wish to speak during Comments from the Public, on items not on the agenda, or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments.*

**3. Discussion Item Security Report**

**4. Discussion Item Camera Workshop Update**

**5. Discussion Item Security Guard Job Description Change**

**6. Discussion Item Update Meeting with OE3**

**7. Director and Staff Comments/Suggestions**

**8. Adjournment**

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or [dfleet@rmcsd.com](mailto:dfleet@rmcsd.com). Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. This Agenda was posted on February 26, 2026, at the District Office at 4:00 p.m.

## MEMORANDUM

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**Date:** February 26, 2026

**To:** Board of Directors

**From:** Branden Arino, Security Supervisor

**Subject:** Security Department Update – February 2026

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### Operations Update

The Security Department continues to prioritize staffing stability, operational readiness, and proactive community engagement. February updates are as follows:

- All full-time Security Department positions are currently filled.
- Current staffing levels:
  - 7 Full-Time Gate Officers
  - 5 Part-Time Gate Officers
  - 4 Full-Time Patrol Officers
  - 16 Total Employees (including 5 probationary employees)
- 1 Part-Time employee was hired and is currently in training.

### Fleet Update:

- Vehicle Unit 53 was sent to Caliber Collision for repair of damage to the rear driver-side door.

### Technology & Infrastructure:

- In coordination with IT, improvements have been made to gate surveillance systems following monitor upgrades.
  - A six-monitor configuration is planned for installation at both North and South Gate workstations to enhance 24/7 situational awareness and monitoring capability.
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### Rancho Murieta Association (RMA) Coordination

The Security Department continues to collaborate closely with RMA leadership to strengthen rule enforcement, compliance coordination, and community safety initiatives. Key efforts include:

- Ongoing Non-Architectural Rule Enforcement in coordination with RMA Compliance (see Violation Summary Report).
- Weekly speed enforcement missions conducted in accordance with RMA guidelines.
- Attendance at the RMA Compliance Committee Meeting.
- Participation in a Security Camera Workshop addressing camera expansion, current technology options, and associated funding considerations.

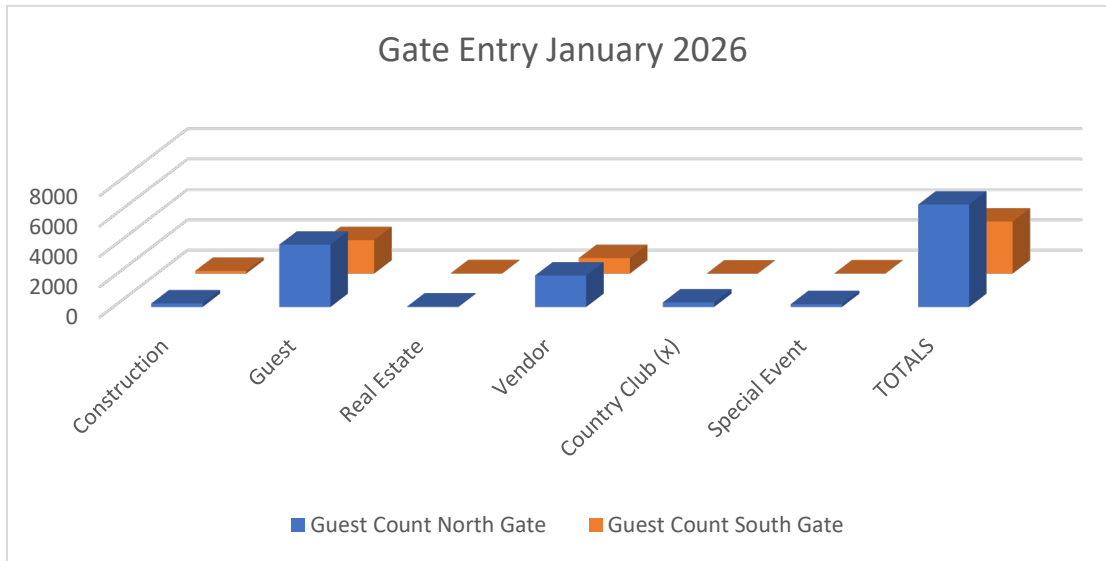
## Gate Entries by Type

**2/1/2026 - 2/28/2026**

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	237	172	409
Guest	4,109	2,201	6,310
Real Estate	33	27	60
Vendor	2,074	1,017	3,091
Country Club (x)	303	0	303
Special Event	187	15	202
<b>TOTALS</b>	<b>6,756</b>	<b>3,432</b>	<b>10,188</b>

**Prior Month Totals:**

<b>6,839</b>	<b>3,754</b>	<b>10,593</b>
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**Rancho Murieta CSD Security**

15160 Jackson Rd

Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ABANDONE D DISABLE D VEH	1
ALARM	4
ANIMAL COMPLAINT	8
CIT ATION	6
DIST URBANCE	1
ESCORT	10
EXT RA PATROL	117
JUVENILE DELIQUEN CY	1
LOST /FOUND PROPE RT Y	2
MISCE LLANE OUS	8
MISSING PERSON	2
REFUSED E NTRY	36
RESIDE NT COMPLAINT	5
RMA RULE VIOLATION	2
SAFE TY ADVISAL	1
SPEE DING COMPLAINT	3
SUSPICIOUS PE RSON	1
SUSPICIOUS VEHICLE	1
TRAFFIC ENFORCEME NT	8
TRE SPASSING	5
VEHICLE ACCIDE NT	5
WATER LE AK	1
WE ATHE R RELATE D	1



**Cases - Breakdown by Type**

**From 2/1/2026 to 2/26/2026**

**Page 1 of 2**

**2/26/2026 9:00:26 AM**

WELFARE CHECK	1
Total	230



## MEMORANDUM

**Date:** March 5, 2026

**To:** Security Committee

**From:** Branden Arino, Security Supervisor

**Subject:** Security Patrol Officer Operational Framework, Equipment Authorization, and Updated Job Descriptions

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### Background

This memorandum provides a consolidated overview of the **Security Patrol Officer operational model, authorized defensive equipment, and updated classification descriptions.**

Security Patrol Officers operate under the **Observe, Report, and Intervene When Safe** model. This model emphasizes incident prevention, visibility, situational awareness, documentation, and limited intervention consistent with District policy. Officers enhance community safety while working alongside — not replacing — law enforcement.

To safely perform assigned duties, Security personnel are currently authorized to carry:

- Batons
- Oleoresin Capsicum (OC) Pepper Spray
- Handcuffs

These defensive tools are necessary to support officer safety, controlled response, and scene stabilization.

**Conducted Energy Devices (Tasers) are not currently authorized.** Tasers provide a widely recognized less-lethal option that can reduce reliance on physical force, decrease injury risk, and enhance safety outcomes. If approved, Tasers would serve as an **intermediate defensive tool and less-lethal alternative to firearms**, which remain prohibited for District Security personnel.

Additionally, the Security Department has updated the **Security Patrol Officer I and II job descriptions** to ensure alignment with current operational duties, supervision structure, licensing requirements, and risk-management standards. A review determined that the existing **Community Service Officer (CSO) job description no longer reflects present responsibilities**, necessitating classification updates.

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## **Observe , Report, and Intervene**

Security Patrol Officers are responsible for:

- Visible patrol and deterrence
- Observation and hazard identification
- Incident documentation and reporting
- Response to resident concerns
- Enforcement of District and RMA rules
- Assistance during emergencies when appropriate

Officers do **not** conduct criminal investigations, perform traffic stops, or exercise peace officer authority.

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## **Defensive Equipment Overview**

Batons, OC spray, and handcuffs support:

- Officer and public safety
- De-escalation and disengagement
- Controlled defensive response
- Scene stabilization

Authorization of Tasers would:

- Provide an intermediate less-lethal option
  - Reduce physical confrontation risks
  - Lower injury and liability exposure
  - Align with modern best practices
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## **Updated Job Descriptions**

### **Security Patrol Officer I**

- Entry/journey-level patrol classification

- Prevention, observation, reporting emphasis
- Clearly defined role limitations
- Licensing and certification requirements

### **Security Patrol Officer II**

- Journey-level classification
- Functional supervision responsibilities
- Training and report-review support
- Leadership and coordination duties

These revisions improve operational clarity, classification defensibility, and alignment with District practices.

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### **Recommendation**

Staff respectfully recommends that the Board of Directors:

1. **Acknowledge** the Security Patrol Officer Observe and Report operational framework.
2. **Formally affirm** the continued authorization and necessity of batons, OC spray, and handcuffs.
3. **Approve the authorization of Conducted Energy Devices (Tasers)** as a controlled, less-lethal safety tool.
4. **Direct staff to implement:**
  - Comprehensive Taser Use Policy
  - BSIS-compliant training and certification
  - Annual recertification standards
  - Medical response protocols
  - Mandatory reporting and supervisory review
5. **Approve and adopt:**
  - Security Patrol Officer I Job Description

- Security Patrol Officer II Job Description
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### **Basis for Staff Recommendation**

These actions are recommended to:

- Enhance officer and community safety
  - Reduce injury and liability exposure
  - Support de-escalation practices
  - Align classifications with actual duties
  - Maintain modern, non-firearm security standards
  - Strengthen policy defensibility
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### **Attachments**

1. Security Patrol Officer Observe and Report Definition
2. Security Patrol Officer Equipment Report
3. Security Patrol Officer I Job Description
4. Security Patrol Officer II Job Description

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## SECURITY PATROL OFFICER I

**Department:** Security

**FLSA Overtime Status:** Non-Exempt

**Bargaining Unit:** Operating Engineers Local 3

**Approved by Board of Directors:** Pending

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### SUMMARY

Security Patrol Officer I performs entry-level to journey-level security and crime prevention duties within the District. The position focuses on visible patrol, observation, documentation, and reporting of incidents and conditions, responding to calls for service, enforcing District and Rancho Murieta Association (RMA) non-architectural rules, and coordinating with law enforcement and emergency services when appropriate. The role emphasizes **prevention, observe-and-report practices, and limited intervention when safe and authorized.**

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### SUPERVISION

- Receives direct supervision from the Security Supervisor.
  - May provide functional support to Gate Officers and other Patrol Officers as assigned.
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### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions include, but are not limited to, the following:

- Performs patrol duties during assigned shifts; conducts residential and commercial property checks to deter burglary and other security concerns.
- Observes, documents, and reports suspicious activity, safety hazards, rule violations, and incidents to Dispatch and appropriate agencies.
- Responds to calls for service and resident complaints in an observe-and-report capacity.
- Preserves incident scenes by not disturbing evidence, when appropriate take photographic evidence, and relays accurate information to law enforcement or emergency responders.
- Assists with emergency situations when safe, including first aid, traffic control, and coordination with fire or medical responders.
- Performs traffic control and scene safety functions; assists with accident scenes in a support role.
- Substitutes for or assists gate control officers as needed.
- Enforces District and RMA non-architectural rules, including parking, noise, and pet regulations.
- Makes consensual contact with individuals to request voluntary compliance with posted

- rules and regulations.
  - Prepares clear, accurate, and timely reports of patrol activity, incidents, and observations.
  - Assists in training new Patrol Officers and Gate Officers as directed.
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## ROLE LIMITATIONS

Security Patrol Officer I personnel operate under an **observe, report, and limited intervention** framework.

- Officers **do not conduct criminal investigations, do not perform traffic stops, and do not issue misdemeanor citations.**
  - Officers do not detain individuals except in rare circumstances involving immediate threats to life or serious bodily injury, and only as authorized by District policy.
  - Criminal, violent, weapons-related, domestic violence, and suicide-related incidents are immediately referred to law enforcement and emergency responders.
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## QUALIFICATION REQUIREMENTS

To perform this position successfully, an individual must be able to perform all essential duties satisfactorily. The following requirements represent the necessary knowledge, skills, and abilities.

### Knowledge and Skills:

- Security patrol procedures and observation techniques.
- Incident documentation and report writing.
- Use of non-lethal safety equipment and communication tools.
- Conflict de-escalation and professional communication.

### Abilities:

- Observe, assess, and accurately report incidents and conditions.
- Exercise sound judgment and restraint in stressful situations.
- Understand and follow written and verbal instructions.
- Prepare accurate and complete written reports.
- Interact tactfully and professionally with residents, guests, staff, and partner agencies.
- Establish and maintain cooperative working relationships.

## EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical pathway includes:

- **Education:** High school diploma or equivalent.
- **Experience:** One (1) year of experience in security, patrol, or community safety

- operations is preferred.
- **Preferred:** College-level coursework in criminal justice, public safety, or a related field.
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## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

- Possession and continued maintenance of a valid California driver's license appropriate for the position, insurability, and compliance with District vehicle operation standards.
  - Must possess or obtain prior to completion of the probationary period:
    - Valid California Guard Card
    - Taser Certification
    - Oleoresin Capsicum (OC) Certification
    - Baton Permit
  - Ability to obtain American Red Cross Basic First Aid and CPR certification within the first year of employment.
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## **PHYSICAL DEMANDS**

The physical demands described are representative of those required to perform the essential functions of the job.

- Regularly required to talk and hear.
  - Frequently required to sit; sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
  - Sometimes lift up to 50 pounds and move up to 100 pounds.
  - Required vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and focus adjustment.
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## **WORK ENVIRONMENT**

- Work is performed indoors and outdoors, occasionally in adverse weather conditions.
- Noise levels are typically moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

# **RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

## **PATROL OFFICER II**

**Department:** Security

**FLSA Status:** Non-Exempt

**Bargaining Unit:** Operating Engineers Local 3

**Approved by Board of Directors:** Pending

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### **SUMMARY**

This position represents the journey-level classification in the Patrol Officer series. The Patrol Officer II is responsible for performing and coordinating patrol and gate operations, providing functional supervision to assigned personnel, and supporting community safety through prevention, visibility, observation, reporting, and limited intervention when safe and authorized. The position performs related duties as assigned.

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### **SUPERVISION**

- Receives general supervision from the Security Supervisor.
  - Provides functional supervision to Patrol Officer I and Gate Officer I and II personnel.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential functions include, but are not limited to, the following:

- Conducts patrols during assigned shifts; performs residential and commercial property checks; monitors community conditions and activity.
- Observes and reports suspicious activity, safety hazards, and rule violations, documents observations accurately and promptly.
- Preserves incident scenes by not disturbing evidence, when appropriate take photographic evidence, and relays accurate information to law enforcement or emergency responders.
- Performs traffic control and safety assignments; assists with accident scenes in a support and observation role.
- Covers gate officer shifts and assists gate control operations as needed.
- Enforces Rancho Murieta Association (RMA) and District non-architectural rules, including parking, noise, and pet regulations.

- Responds to emergencies in an observe-and-report capacity and provides assistance when safe, including first aid, traffic control, and coordination with emergency responders.
  - Makes consensual contacts with individuals to request voluntary compliance with District or RMA rules when appropriate.
  - Prepares clear, accurate, and timely reports of incidents, observations, and patrol activities.
  - Provides guidance, direction, and operational information to patrol and gate officers to ensure compliance with department policies and procedures.
  - Participates in the training of new personnel; assists with report preparation and conducts initial reviews of officer reports.
  - Maintains working relationships with law enforcement, fire, and emergency medical agencies.
  - Provides information and assistance to residents, guests, and the public in a professional manner.
  - Participates in departmental training, crime prevention efforts, community relations, and special assignments.
  - Performs data collection and prepares reports related to patrol activity and community safety trends.
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## ROLE LIMITATIONS

Patrol Officer II personnel operate under an **observe, report, and limited intervention** model.

- Patrol Officers **do not conduct criminal investigations, do not perform traffic stops, and do not issue misdemeanor citations.**
  - Arrest authority is limited to rare circumstances involving immediate threats to life or serious bodily injury, and only as authorized by District policy.
  - Law enforcement agencies are notified and respond to criminal, violent, weapons-related, or high-risk incidents.
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## QUALIFICATION REQUIREMENTS

To perform this position successfully, the individual must be able to perform all essential duties satisfactorily. The following requirements represent the knowledge, skills, and abilities necessary for the position.

### Knowledge and Skills:

- Security patrol procedures, observation techniques, and incident documentation.
- Use of non-lethal safety equipment and communication tools.
- Traffic control and scene safety procedures.
- Conflict de-escalation and professional communication.

## Abilities:

- Supervise, train, and support assigned personnel.
  - Observe, assess, and accurately report conditions and incidents.
  - Exercise sound judgment, restraint, and professionalism in stressful situations.
  - Interpret and apply District policies, procedures, and RMA rules.
  - Prepare clear, concise, and accurate written reports.
  - Communicate effectively with the public, staff, and partner agencies.
  - Establish and maintain cooperative working relationships.
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## EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical pathway includes:

- **Minimum Education:** High school diploma or equivalent.
  - **Experience:** Three (3) years of experience in security, patrol, or community safety operations, preferably including lead or supervisory responsibilities.
  - **Preferred:** Coursework or an Associate of Arts degree in Criminal Justice, Public Safety, or a related field.
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## CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession and continued maintenance of a valid California driver's license appropriate for the position, insurability, and compliance with District vehicle operation standards.
  - Must possess or obtain prior to completion of probation:
    - Valid California Guard Card
    - Taser Certification
    - Oleoresin Capsicum (OC) Certification
    - Baton Permit
  - Ability to obtain American Red Cross Basic First Aid and CPR certification within the first year of employment.
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## PHYSICAL DEMANDS

The physical demands described are representative of those required to perform the essential functions of the job.

- Frequent standing and sitting; sometimes walking, climbing, balancing, stooping, kneeling, crouching, or crawling.

- Ability to lift up to 50 pounds and sometimes move up to 100 pounds.
  - Required vision abilities include close, distance, color, peripheral vision, depth perception, and focus adjustment.
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## **WORK ENVIRONMENT**

- Work is performed indoors and outdoors, occasionally in adverse weather conditions.
- Noise levels are typically moderate.
- Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.

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