POSITION TITLE: Campus Safety Officer II

JOB CLASSIFICATION: ___ Administrator - Educational ___ Confidential
___ Administrator - Classified X___ Classified
___ Faculty

RANGE: 45

HOURS PER DAY: Up to 8
HOURS PER WEEK: Up to 40
MONTHS PER YEAR: Up to 12

REPORTS TO: Director of Campus Safety or Designee

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES
To plan, organize, direct, coordinate, and participate in the day-to-day activities and operations of the District’s security and parking operations. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification train, assign, schedule the work of others. This job class is responsible for assisting with the management of the District’s security and parking programs. This job class requires specialized knowledge of effective security and parking procedures as applied to a community college campus. This is a non-sworn classification.

TYPICAL DUTIES

Essential Functions:

- Organizes, coordinates, and oversees the day-to-day activities of the District’s security and parking programs and operations.
- Assists in the preparation and administration of the security and parking budgets.
- Develops, designs, and implements procedures and policies of security and parking activities in coordination with the Director of Campus Safety.
- Provides customer service and acts as a resource to staff, administrators, students, instructors and the public regarding security, parking policies, procedures, and operations.
- Performs security officer duties; makes foot and vehicular/bicycle patrols of campus to ensure the security of life and property; checks buildings and grounds for proper security/safety; opens; closes, locks, and unlocks, gates and doors; observes situations; deters crime by providing security visibility.
- Responds to alarms, emergency calls, and suspicious activities; evaluates situations, pursues suspects, makes citizen arrests, requests assistance, and /or takes other appropriate action as necessary.
- Assists with the coordination of emergency response strategies, parking, and safety activities.
• Prepares periodic crime report summaries and reviews with the Director of Campus Safety.
• Reviews paperwork of the security officers including crime accident reports, parking administrative review forms, and other documents to ensure accuracy and completeness for submission to the Director of Campus Safety.
• Responds to non-emergency calls for service; offers assistance and aid to persons in need of help including lock-out, jump-start, and escort services.
• Performs incident scene control and investigation; interviews complainants, observes, collects, and preserves physical and oral evidence, and records findings.
• Maintains accurate records and prepares reports and memos as related to assignment such as keeping an accurate log of incidents, processing and responding to comments from the public, processing parking permit information.
• Checks parking meters, ticket dispensers, and other equipment related to parking control; reports malfunctions and other deficiencies and collects money.
• Issues citations for parking and reports other vehicular violations.
• Transports cash and makes various deliveries as needed.
• Communicates with supervisors and peers as soon as possible after handling an incident.
• Develops and maintains effective security/college community relationships.
• Serves as coordinator between the College and the contractor processing parking citations, including responsibility for the appropriate reports and correspondence between the two organizations.
• Ensures a safe and secure environment for staff and students.
• Attends a variety of campus-wide, local and statewide meetings, including hearings and court proceedings as needed; conducts meetings and training sessions as assigned.
• Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:
• Principles, practices, procedures, and terminology used in law enforcement and crime prevention
• Criminal investigative techniques, methods, and materials
• California Education and Safety Codes related to campus safety and security issues
• Common fire and safety hazards
• Techniques and procedures applicable to theft and loss prevention
• Effective traffic and parking control procedures and techniques
• General safety precautions and emergency procedures
• Techniques for dealing with a variety of people under emergency and potentially hostile situations
• Proper self-defense and arrest techniques and the legal requirements pertaining to the use of force
• Supervisory methods and techniques
Ability to:

- Learn, interpret, and apply District rules, policies, regulations, and procedures related to safety and security matters
- Assess emergency circumstances and develop, implement, and direct appropriate response strategies within legal and procedural guidelines
- Remain calm and control own emotions in tense situations
- Deal effectively with diverse campus groups and individuals under routine and stressful conditions
- Communicate effectively in both oral and written forms
- Use good judgment and follow appropriate procedures in radioing for assistance
- Maintain accurate records; write concise and comprehensive reports
- Safely operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instruction in an independent manner
- Meet the physical requirements necessary to safely and effectively perform job duties to include patrolling on foot, running, and operating bicycles and motor vehicles
- Establish and maintain effective work relationships with those contacted in the performance of required duties

QUALIFICATIONS

Education Required:

- High school graduate or equivalent
- 60 semester units of college credit or equivalent training

Education Preferred:

- CA POST intermediate certificate or
- Out of state police academy certificate that is comparable in learning domains and academy hours to CA POST academy may be considered acceptable. Completion of the PC 832 CA POST academy does not meet this qualification.

Other Required or Preferred Qualifications:

- A valid and appropriate California Driver’s license, Class “C” restricted with a driving record acceptable to the District’s insurance carrier
- A valid CPR card
- No felony convictions

APPROVALS

Date Created/Revised: 11-07 / 1-13 / 02-09-15
Cabinet Reviewed: 02-10-15
Board Approved: 1-13 / 03-11-15
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)