

## **POSITION DESCRIPTION**

### **Campus Safety Officer III**

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**Position** ..... Campus Safety Officer III  
**Department/Site** ..... Campus Safety  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Director of Campus Safety  
**Salary Range** ..... 32

#### **Summary**

Organizes, coordinates, schedules and patrols the District campus to enhance the safety and protection of students, staff, visitors, buildings, grounds, equipment and other property belonging to the District. Patrols parking lots to verify vehicles authorized to park and cite unauthorized vehicles. Protects District property by carrying out proactive programs and traditional law enforcement procedures.

#### **Essential Duties and Responsibilities**

- Establishes work schedules and routines, working with the District's security coverage requirements and available staffing.
- Receives information for scheduled events on campus and assesses security, pedestrian, and traffic control needs. Sets up staffing to support needs.
- Patrols campus buildings, grounds and roadways on foot and by vehicle. Discovers and prevents the commission of crimes and enforces laws, regulations, and ordinances. Guard's property against fire, theft, vandalism and illegal entry.
- Protects campus property by inspecting and checking security of doors, windows and gates. Turns lights on and/or off. secure chains in driveways
- Maintains active presence in public areas to enhance the safety of parked vehicles. May escort individuals to parked vehicles. Enforces parking rules and regulations. Issues parking citations.
- Observes, investigates, and reports potentially dangerous conditions and the presence of unauthorized persons on grounds or in buildings. Responds to, assesses, and deals with disturbances according to department policy. Calls for assistance from community-based police services as required. Observes and documents details of occurrences.
- Assists community-based police in the detainment or arrest of violators when necessary.
- Reports detected leaks or malfunctions of electrical, plumbing, heating, or other equipment, notifying notify appropriate departments of impaired equipment.
- Reports emergency medical situations, summoning the appropriate emergency medical services.
- Responds to complaints and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm.
- Detects and reports fire hazards. Extinguishes small blazes and reports fires to the local Fire Department using established emergency communications protocols. Responds to fire and burglar alarms. Summons police and fire department personnel as needed. Directs traffic at fire, special events and other congested situations.
- Coordinates, organizes, and provides security and facilitates movement of pedestrians and vehicles at District and campus functions. Opens and closes buildings and rooms for meetings. Coordinates and directs traffic flow and controls parking and safe movement of vehicles in parking areas.

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- Enhances day-to-day public relations by providing information and assistance to students, staff, and the public in a way that establishes and maintains rapport with the District community.
- Answers questions from students, staff and the public concerning local and State laws, procedures and activities of the department. Provides information and responds to questions from students, staff, and the public.
- Participates in various activities comprised of District and other community law enforcement and public service agencies. May facilitate certain aspects of the meetings.
- Develops and maintains relationships and lines of communication with local public safety agencies.
- Prepares logs and reports of daily activities including, but not limited to accident and incident reports.
- May transport monies.
- Assumes a leadership role for one or more work shifts as well as special events. Trains and gives assignments to other Campus Safety Officers and student help.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge and Skills**

- Requires a working knowledge of the methods and practices and procedures of law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification.
- Requires a thorough knowledge of the pertinent laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, health and safety codes, and other laws related to the area of responsibility.
- Requires knowledge of District policies and student rights.
- Requires a basic procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence.
- Requires understanding of and skill at applying vehicle operations and safe driving practices, standard procedures using a police radio system, and crowd, vehicle, and pedestrian control.
- Requires sufficient math skills to record distances, numbers, and times. Requires sufficient writing skill to prepare incident reports.
- Requires sufficient human relation skill to train others, resolve conflict, apply basic interviewing techniques, affect behavior of others, and convey a positive image of the organization.

#### **Abilities**

- Requires the ability to perform all of the duties of the position.
- Requires the ability to establish schedules and lead a small team.
- Must be able to use all of the tools and equipment of the position in a safe and responsible manner.
- Must be able to analyze situations quickly and objectively and determine and take action.
- Must be able to use appropriate defense measures to protect self or others in adverse situations.

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- Requires the ability to meet standards of physical stature, endurance and agility established by the District.
- Must be able to initiate and maintain communication with community-based police, fire and dispatch. Must be able to administer first aid in emergency situations.
- Requires the ability to work productively with students, staff, and visitors in a multi-ethnic setting.
- Must be able to successfully complete School Security Officers' Training as required by Education Code 72330.5 (or Education code 38001.5) in the first six months of employment. The training can be taken during work time and at the District expense.
- Must be able to successfully complete the requirements of PC 832 or PC 832.2 as applicable during the first six months of employment.

#### **Physical Abilities**

- Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to situations.
- Maintain cardiovascular fitness in order to walk and run.
- Requires the ability to use near and far visual acuity to observe campus activity and read reports and written instructions.
- Requires the ability to use hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of security experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of security experience. Note: Within six months from the date of employment, the employee must provide proof of completion of School Security Officers Training as required by Education Code Sections 38001.5 and 72330.5 and Penal Code Sections 832 and 832.2 and first aid and CPR certificates.

#### **Licenses and Certificates**

- Requires a valid driver's license.
- Requires a valid first-aid card and CPR certificate within first three months of employment.

#### **Working Conditions**

- Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.