



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

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| POSITION TITLE: | Campus Safety Officer II | | |
| JOB CLASSIFICATION: | <input type="checkbox"/> Administrator - Educational | <input type="checkbox"/> Confidential | |
| | <input type="checkbox"/> Administrator - Classified | <input checked="" type="checkbox"/> Classified | |
| | <input type="checkbox"/> 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

The Campus Safety Office II assists the Director with planning, organizing, directing, coordinating, and participating in the day-to-day activities and operations of the District's security and parking operations at all District locations and events. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification train, assign, and 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 community college campus security and parking procedures. 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 at all District locations and events.
- 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; conducts foot, bicycle, and vehicular patrols of District campuses to ensure the security of people and property; checks buildings and grounds for proper security and safety; opens, closes, locks, and unlocks gates and doors; observes situations and assesses security and safety threats; deters crime and disruptive behaviors 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.

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- Prepares periodic crime report summaries and reviews with the Assistant Director of Campus Safety.
- Reviews paperwork prepared by other security officers including crime, code of conduct, and accident reports and other documents to ensure accuracy and completeness for submission to the Director of Campus Safety.
- Prepares, investigates, and reviews potential Title IX issues and reports 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, vehicle jump-start, and escort services.
- Performs incident scene control and investigation; interviews complainants, observes, collects, and preserves physical and audible evidence; and records findings.
- Maintains accurate records and prepares reports and memos as related to assignments such as keeping an accurate log of incidents, processing and responding to comments from the public, and 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 violations and reports other vehicular violations.
- Transports cash and makes various deliveries as needed.
- Communicates timely, complete updates to supervisors and peers following all incident responses.
- Develops and maintains effective working relationships with security staff and the college community.
- Coordinates activities between the college and contractors processing parking citations, including responsibility for appropriate reports and correspondence between the 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.
- Principles, practices, procedures, and terminology used in the writing, investigating, and concluding Title IX investigations for recommendation to the Title IX Coordinator.
- 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.

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- 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.
- Verbal and written communication skills; correct use of grammar, spelling, punctuation, and vocabulary.
- Interpersonal communication skills demonstrating tact, patience, and courtesy.

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 emotional responses during tense, stressful, and emergency situations.
- Deal effectively with diverse campus groups and individuals under routine and stressful conditions.
- Communicate effectively orally and in writing.
- Use good judgment and follow appropriate procedures when requesting assistance via campus radios.
- Maintain accurate records; write concise, comprehensive reports.
- Safely operate vehicles observing legal and defensive driving practices.
- Understand and carry out oral and written instructions independently.
- 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 cooperative and effective working relationships with others, including those from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds.

QUALIFICATIONS*Education Required:*

- High school graduate or equivalent.
- 45 semester units of college credit or equivalent training.
Two years of security or police experience; OR, – four years of experience as a parole or probation officer; OR four years of U.S. military police experience.

Education Preferred:

- CA POST intermediate certificate; or,
- Out of state police academy certificate comparable in learning domains and academy hours to CA POST academy. *Completion of the PC 832 CA POST academy does not meet this qualification.*
- Title IX Investigator Course Level I Certification.
- Certifications in NIMS 100, 200, 300, 400, 700, and 800 preferred.

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Other Required Qualifications and or ability to obtain within 30 days of employment

- 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.
- Meet the psychological standards required of a sworn officer.

APPROVALS

Date Created/Revised: 11-07 / 1-13 / 02-09-15 / 8-20-2018

Cabinet Reviewed: 02-10-15 / 8-2018

Board Approved: 1-13 / 03-11-15 / 10-17-2018

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)