

Range: 38
Hours: 8
Week: 40
Month: 12

SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Campus Safety Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of security functions including providing for the security and protection of students, personnel, property, and equipment on campus and in or about other grounds and properties owned, operated, controlled, or administered by the District; to enforce laws, rules, and regulations regarding use of buildings, property and equipment; and to regulate and control student parking. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class is responsible for patrolling the college campus maintaining order, enforcing established rules and regulations, and providing assistance to persons in need of help, and requires specialized knowledge of effective security and parking procedures. Employees assigned to this classification are required to pass a background check. This is a non-sworn classification.

SUPERVISOR: Director of Campus Safety or Designee

TYPICAL 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.
- Responds to non-emergency calls for service.
- Performs incident scene control and investigation; observes, collects, and preserves physical and oral evidence.
- Leads student officers and temporary employees as directed on assigned shift; assists in their training and evaluation.
- Maintains accurate records and prepares reports and memos as related to assignment such as keeping an accurate log of incidents.
- Issues citations for parking and reports other vehicular violations.

Typical Duties (continued):

- Communicates with supervisors and peers as soon as possible after handling an incident.
- Develops and maintains effective security/college community relationships.
- May check parking meters, ticket dispensers, and other equipment related to parking control; reports malfunctions and other deficiencies and collects money.
- Transports cash and makes various deliveries as needed.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession Of:

- Valid and appropriate California Driver's License, Class "C" with a driving record acceptable to the District's insurance carrier.
- No felony convictions.
- Valid CPR card.

Knowledge Of:

- Principles, practices, procedures, and terminology used in law enforcement and crime prevention.
- Criminal investigative techniques, methods, and materials;
- Proper self-defense and arrest techniques and the legal requirements pertaining to the use of force.
- Techniques for dealing with a variety of people under emergency and potentially hostile situations.

Ability To:

- Learn, interpret, and apply District rules, policies, regulations, and procedures related to safety and security matters; criminal investigative techniques, methods, and materials; proper self-defense and arrest techniques and the legal requirements pertaining to the use of force; techniques for dealing with a variety of people under emergency and potentially hostile situations.

Possess and apply superior communication skills, logic and understanding in interacting with persons of diverse cultures and all socio-economic backgrounds.

EXPERIENCE:

- One year of security or police experience or
- Four years or more experience as a parole or probation officer or U.S. military police (may also replace educational requirement of POST academy certificate).

EDUCATION:

- High school graduate or equivalent
- 30 semester units of college credit or equivalent training.
- CA POST academy graduation certificate, or Highway Patrol or California Department of Fish and Wildlife academy certificate preferred.*

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

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