

COLLEGE SAFETY OFFICER

DEFINITION

Under the direction of the Chief of Police/designee and subject to District regulations, patrol and protect personnel, facilities and property; control traffic; assist with investigation of crimes on District property; enforce laws, traffic regulations and safety regulations; provide security and traffic control for large gatherings, assemblies or other District activities.

TYPICAL DUTIES

Patrol: Patrol District property, both on foot and by vehicle; make frequent checks of buildings, vending areas, parking lots, etc.; make frequent unscheduled checks on all areas deemed likely to attract criminal or vagrant activity; secure/unlock District facilities in absence of custodial staff; respond and check out alarm calls; reset alarms; enforce District rules and regulations pertaining to parking, and issue parking citations; provide traffic control and provide services for large gatherings, assemblies or other District activities; meet with owners of cited vehicles to discuss citations; post vehicle abandonment notices and contact Police Communication Center for tow away; appear in court as required; maintain and perform minor repairs to daily parking permit dispensers; perform minor emergency repairs as needed to secure District property.

Public Safety: Cooperate with various public safety agencies and sworn District Police Officers in ensuring maintenance of public safety on District grounds; respond to reports of disturbances and intercede where appropriate; enforce restraining orders when District property is included as a site in the restraining order; advise public on use of facilities and direct unauthorized groups/individuals to depart District property; responsible for access and intrusion systems districtwide; render emergency first aid and CPR as needed in absence of college nurse; investigate crimes, such as stolen vehicles and locker/automobile burglaries. Perform vehicle jump starts and unlocks; respond to calls on elevator problems; promote public relations; provide public with directions and other assistance; serve as members of campus committees as assigned/volunteered; make presentations in classrooms or at student forums on District police services and safety. Transport college nurse to campus locations for treatment of accidents/illnesses; transport ill or injured students or staff to campus health center; perform money escorts as required; provide escort to parking lots, etc. as requested.

Reports: Report all traffic control signs and devices that are down or in need of repair; prepare police reports (theft, vandalism, etc.) and take statements from victims/witnesses; prepare vehicle accident reports and take statements from parties and witnesses; document accident and incident scenes through photographs.

Property/Evidence: Receive, take and hold for safe keeping all recovered, found or abandoned property; deliver recovered property (books, umbrellas, etc.) to Lost and Found; contact owner by telephone when appropriate.

QUALIFICATIONS

EXPERIENCE

One year experience in Los Rios CCD as a Campus Patrol or equivalent; OR one year of work experience in corrections or a security related field; OR successful completion of a basic police academy, or equivalent, certified by the commission on Peace Officer Standards and Training (POST).

SPECIAL REQUIREMENTS

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. All work must be performed without the use of sidearms, or other defensive weapons; may use pepper spray and/or a baton (must meet the requirements of Government Code Section 1031 if carrying pepper spray or baton). Any offer of employment is contingent upon the successful completion of a medical evaluation and a background check.

Within 90 days of hire, complete courses in first aid and cardiopulmonary resuscitation and maintain certification thereafter.

KNOWLEDGE OF

District rules, regulations, and policies regarding public safety and conduct; common fire hazards and the operation of fire equipment located in various buildings rules and regulations relating to use of building for community services activities; local law enforcement, fire department and other emergency telephone numbers; location of all stand pipes, fire hydrants, sprinkler systems, power control switches, fire alarm boxes and all other emergency equipment and/or exits; principles and processes for providing customer service; standard radio and communication receiving and transmitting equipment; and standard broadcasting procedures.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; patrol and protect personnel, facilities and property in accordance with duties listed under representative tasks; enforce District rules, parking regulations, safety procedures, and all California codes; abide by District procedures and working agreement with appropriate public safety agency; stay alert and use good judgement in noticing and reporting any unusual circumstances; demonstrate good communication skills; solve problems without use of force wherever possible; demonstrate physical conditioning in making inside and outside patrols under varying working conditions; read and write at the level required for successful job performance; develop and maintain a service-oriented attitude toward the responsibilities of the position; analyze solutions and adopt effective courses of action; apply pertinent laws, rules, and regulations; use appropriate technology and software in performance of duties; effectively communicate using standard radio and communication receiving and transmitting equipment; learn radio codes; interview complainants; work effectively with others; keep accurate records and make required reports; make effective, logical decisions under pressure; attend training sessions to improve/maintain job skills; perform duties without the use of defensive weapons; abide by all rules and regulations of the job description and District procedures; respect the constitutional rights of the individual.