

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Campus Safety Officer, Lead

Department: Police

Location: District wide

Date: Dec. 13, 2017

POSITION PURPOSE

Under the direction of assigned police administrator, the Lead Campus Safety Officer schedules and leads work of assigned safety officers in maintaining security and safety of people and property in assigned area of campus. This position is required to perform a variety of duties involved in the protection of students, staff, patrons and properties by helping to enforce District safety and security polices and procedures and helping to prevent injuries, thefts, fires, vandalism, or other undesired events and activities. Positions in this class provide direction, training, and correction to other campus safety officers.

DISTINGUISHING CHARACTERISTICS

This classification performs journey-level patrol, response, and law enforcement duties in support of campus security operations. Incumbents in this classification assist police officers in calls and provide work directions to any safety personnel assigned to the campus.

KEY DUTIES AND RESPONSIBILITIES:

General Responsibilities:

1. Patrol designated areas of the community college district to preserve law and order. Perform foot, bicycle and/or vehicular patrols to protect safety and control of the entire District.
2. Keep an accurate log of all incidents; prepare initial criminal reports where the likelihood of any confrontation is minimal, such as vandalism, theft, identity theft, and hit and run vehicle damage reports.
3. Coordinate and perform traffic control for the campus; direct traffic as needed; serve as officer in charge for non-injury traffic accidents.
4. Provide security for special events. Oversee the collection of and collect monies from special events and parking machines; assure correct count of funds.
5. Provide escort services to staff and students, as requested or necessitated; offer assistance and aid to any person in need of help.
6. Respond to fire alarm/security alarm and provide first response to non-acute first aid or health related situations. Contact other responders such as Police Department, Health Services, or ambulance as needed.
7. Investigate and report presence of unauthorized persons on grounds or in buildings. Deal with disturbances according to department policy.
8. Check buildings and grounds regularly for security and safety including the District Office.

9. Lock and unlock buildings and offices as required; evacuate classrooms and buildings in emergency situations as necessary.
10. Operate a computer, two-way radio, bicycle, electric cart, patrol vehicle, traffic control equipment and other assigned equipment.
11. Make urgent calls to local law enforcement agency, fire department, or paramedics for back-up assistance when necessary.
12. Carry and use, when necessary non-lethal weapons including a baton, aerosol projector, and handcuffs.
13. Conduct building searches in accordance with predetermined plan during emergency conditions.

In addition to performing work of a Campus Safety Officer, the position will be responsible for the following duties:

14. Lead assigned Campus Safety Officers while performing regular security duties as a main function.
15. Schedule other safety officers to cover required shifts and oversee work activity during shift.
16. Coordinate or monitor work activities of assigned Campus Safety Officers and provide on-going direction.
17. Coordinate work schedules, make changes as needed and inform necessary parties of those changes.
18. Train new Campus Safety Officers and document the training objectives as the skills are learned.
19. Support the Lieutenant with daily operations such as ensuring that the parking machines have been emptied and contents have been secured and logged properly, collecting and documenting gas receipts at the end of the month and reviewing crime reports written by other Campus Safety Officers.
20. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Methods, practices, and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification.
2. Pertinent federal, state, local, and District laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code, business and professional code, and laws related to the area of responsibility .
3. Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
4. Methods of proper detention of persons and search of District facilities, campus areas or properties.
5. Understanding of and skills at applying basic interviewing and interrogation techniques.

6. Methods, techniques and applications of self-defense.
7. Legal rights of citizens and students in particular.
8. Sufficient math skills to record distances, numbers, and times.
9. Principles and procedures of report writing and record keeping.
10. Good human relations skills to resolve confrontation, affect behavior of others, and convey a positive image of the organization.

Skills and Ability to:

1. Perform all of the duties of the position effectively and efficiently with minimal supervision.
2. Utilize all of the tools and equipment of the position in a safe and responsible manner.
3. Analyze situations quickly and objectively; effectively determine and take effective action.
4. Use appropriate defense measures to protect self or others in adverse situations.
5. Meet standards of physical stature, endurance and agility established by the District.
6. Maintain two-way radio communication with local police authorities, District central dispatch, and administrators.
7. Administer first aid in emergency situations.
8. Communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.
9. Operate District vehicles; walking, climbing stairs, occasional lifting or moving of heavy weight (50+ pound)

Experience and Education:

1. A U.S. high school diploma, GED certificate, or high school equivalency certificate.
2. One year work experience in performing public or private security, military security, law enforcement or comparable services, or completion of basic POST training.
3. Experience of directing the work of others is preferred.

License and Certificate:

1. A valid California Driver's License.

Special Requirements*:

1. Must pass a backgrounds investigation including reference checks and a state criminal history report, prior to the start of employment.
2. Must take a 40 hour "Laws of Arrest Class" (823PC) at an accredited institution within 90 days of employment.

3. Must take an 8 hour Baton/Pepper Spray class at an accredited institution prior to carrying such defense weapons.
4. Must take a CPR/First Aid and AED class to obtain certification and remain current throughout the duration of employment.
5. May be required to take a 40 hour POST Basic Bicycle Patrol Course to be allowed bicycle patrol duties.

**All required training classes will be paid by employer and completed while on duty.*

WORKINGS CONDITIONS

Physical Demands:

1. Requires ambulatory ability to walk and run for extended distances. Requires sufficient hand, eye, arm coordination and strength to physically restrain an adult, to operate a firearm, and to operate other police equipment. Requires visual acuity to observe moving and stationary objects. Requires speech and auditory ability to project voice to groups of people.

Board Approved: 12/12/17

Salary Range: 90

EEO Category: 2B6 – Service/Maintenance