

## COLLEGE SECURITY OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a wide variety of college campus security services to ensure the safety of persons, protect property of various kinds, maintain order and enforce the rules and regulations governing students, faculty, and staff with superior customer service and ethical integrity; and enforces parking regulations.

Campus Security Officer is a non-sworn position and is not authorized to carry a firearm. College Police Officer is a sworn position, with full peace officer powers of arrest and authorized to carry a firearm.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Serves as additional visible security presence particularly to alert college police officers of matters pertaining to campus security issues.
2. Patrols in and around campus including parking lots before, during and after business and school hours on foot, bicycle, or vehicle.
3. Enforces parking regulations on campus and issues parking citations as necessary; inputs citations into computer.
4. Responds as needed to campus safety and security calls.
5. Notifies supervisor of suspected illegal activity on campus property; reports hazardous and unusual conditions or malfunctions observed.
6. Inspects for and prevents vandalism, illegal entry, theft, and fire.
7. Identifies, observes, and questions persons on campus grounds when the reasons for their presence or intentions are questionable.
8. Physically restrains persons involved in crimes, fights, or other acts of violence pending the arrival of sworn officers.
9. Takes non-police incident reports or complaints from students, visitors, faculty, and staff.
10. Conducts routine investigations of minor campus incidents.
11. Assists in collecting money from parking meters, permit dispensers, and change machines throughout the campus; transport money to Business Office as assigned.
12. Receives and responds to requests for help and assistance for ill, injured, or disabled persons; administers basic first aid and CPR according to established guidelines.
13. Opens and closes classrooms; may provide security services for special events; controls traffic and places traffic barricades as appropriate.

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14. Answers questions and directs students and visitors.
15. Provides routine assistance to the college population in situations such as a flat tire, keys locked in car, or dead car battery.
16. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Pertinent laws of arrest, search and seizure.
- Various topics covered by Penal Code Section 832 Course of Training.
- California Penal Code and California Vehicle Code.
- Laws concerning theft, burglary, arson, malicious mischief and trespassing.
- Crowd control techniques.
- Radio procedures and equipment.
- Basic patrol, investigation and plant protection procedures.
- Basic fire prevention and fighting practices.
- Applicable sections of the San Bernardino Community College Board of Trustees Policies, Administrative Regulations and Procedures.
- Methods and techniques of report preparation and writing.
- Principles and procedures of record keeping and filing.
- Principles and applications of public relations.
- English usage, spelling, grammar, and punctuation.

**Ability to:**

- Conduct investigations and security patrol.
- Learn and apply applicable provisions of state and federal laws and district policies.
- Control groups, detain and constrain offenders.
- Exercise sound judgment.
- Recognize illegal, unsafe and contraband substances or weapons.
- Prepare clear and concise reports and routine correspondence.
- Remember details such as faces, license plate numbers, names and incidents.
- Gather, collect and preserve evidence.
- Provide assistance in stakeouts and investigations.
- Administer emergency first aid and /or CPR.
- Use fire extinguishing equipment.
- Operate a vehicle, observing legal and defensive driving practices.
- Understand and follow oral and written instructions.
- Work effectively with a diverse population.
- Reason effectively during emergency situations and adopt an effective course of action.
- Learn College Disaster Plan and explain procedures to others.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Some experience as a security guard or crowd control officer is desirable

**License or Certificate:**

Proof of completion of Security Officers' Training as required by Ed Code 72330.5 (or Ed Code 38001.5) within six months of employment.

Possession of a certificate of completion of Penal Code Section 832 Arrest Course is required within six months of employment.

Possession of an appropriate, valid driver's license.

Possession of current CPR and First Aid certificates prior to employment start date.

**Other:**

Candidates under consideration for employment will be subject to a thorough background investigation.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.