



College Security Officer

Classified Range: 33

Pending Board Approval: 04/13/23 P. 1|5

*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

Performs a wide variety of District security services to ensure the safety of persons and property. Campus Security Officer is a non-sworn position and is not authorized to carry a firearm.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as visible security presence on District and Campus sites; observes and reports suspected violations of the rules and regulations governing students, faculty, staff, and the general public to dispatch or appropriate authority.
2. Patrols in and around campus and District properties, including parking lots before, during and after business and school hours on foot, bicycle, golf cart, or vehicle.
3. Enforces parking regulations on campus and issues parking citations as necessary; issues and inputs citations into hand held computer/tablet.
4. Contacts dispatch to create calls for service; responds as needed to campus safety, security, and other calls for service assigned by dispatch.
5. Carries and uses assigned equipment as necessary and appropriate, such as two-way radios, handcuffs, and pepper spray.
6. May assist sworn officers in detaining and arresting suspects utilizing department issued equipment such as handcuffs and pepper spray.
7. Notifies dispatch, sworn officers, or supervisor of suspected illegal activity on District properties reports hazardous and unusual conditions or malfunctions observed.
8. Inspects for, prevents, and reports vandalism, illegal entry, theft, and fire.
9. Identifies, observes, and reports to dispatch, sworn officers, or supervisor regarding persons on District properties when the reasons for their presence or intentions are questionable.
10. Conducts routine inquiries and completes documentation regarding minor campus incidents.
11. Prepares clear and concise reports using appropriate software such as the Records Information Management System (RIMS), routine correspondence; enters acquired property and evidence into appropriate logs; updates patrol logs as necessary.
12. Assists sworn officers in collecting and transporting money from parking meters, permit dispensers, and change machines throughout the campuses.



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13. 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.
14. Respond to calls for services for opening and closing classrooms or to provide access to campus buildings or workspace; may provide crowd control and/or security services for special events; controls traffic and places traffic barricades as appropriate.
15. Answers questions and provides information to students, faculty, staff, and visitors.
16. Provides routine assistance to the college population in situations such as a flat tire, keys locked in a car, or dead car battery.
17. Performs other duties related to the primary job duties.

MINIMUM 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.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar



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Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself



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- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines:

Education/Training:

- Equivalent to the completion of the high school.

Experience:

- None required

Desired Education/Experience

- Experience as a security guard or crowd control officer

License or Certificate:

- Proof of completion of Security Officers' Training as required by Ed Code 72330. within six (6) months of employment.
- Possession of a valid driver's license.
- Possession of or ability to obtain CPR and First Aid certificates.
- Possession of or ability to obtain appropriate certificates for use of handcuffs and chemical agents.

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 weight up to 25 pounds; frequently lift and/or move moderate to heavy weights up to 50 pounds; occasionally lift and/or move



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heavier weights with or without assistance; 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.