

CAMPUS SECURITY OFFICER

DEFINITION:

Under general supervision, to patrol campus buildings, facilities and grounds; to observe, report and investigate incidents and suspicious activities, ensuring the security and safety of property and persons; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Responsibilities of this class include individual patrol of the campus to ensure the security of all facilities, buildings, grounds, staff, students and the public during an assigned shift.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Patrols the campus grounds, buildings and facilities during an assigned shift, following an established route; ensures the security and safety of property and persons; patrols on foot as well as by vehicle;
- Identifies intruders, recognizes safety violations and controls access to the campus;
- Ensures that doors and gates are locked after the close of the day's activities; arms and disarms security alarms; locks and unlocks buildings and facilities; identifies malfunctioning locks and calls locksmith;
- Investigates and reports unusual, suspicious or dangerous circumstances; and removes safety hazards; looks for and reports to appropriate supervisor any unsafe conditions;
- Enforces campus traffic and parking regulations as well as federal, state and local laws pertaining to the campus environment;
- Issues citations and may make citizen arrests in specific situations; evaluates situations and determines need for outside law enforcement or involve other Campus authority;
- Takes complaints from faculty, administrative staff, students and the public; investigates complaint, reports outcome, and communicates information to parties involved;
- Communicates and cooperates with representatives of local law enforcement and fire agencies;
- Assists in traffic and crowd control for campus events and activities;
- Assists with campus emergency situations, such as bomb threats, alarms or accidents; administers first aid or CPR as required;
- Responds to the intrusion of wild or stray animals on campus; writes and posts bulletins; and contacts authorities;
- May testify in court regarding an incident or emergency;
- Maintains logs and records, and prepares incident reports;
- Maintains motor vehicle in a clean and orderly condition; reports the need for repair;
- Maintains parking meters or schedules repairs by vendors; transports money as assigned
- Creates forms and maintains security information and procedure manuals;
- Reviews citations, obtains corrections, and coordinates processing;
- Maintains the alarm code list, adds and trains new users; troubleshoots, disarms, and

coordinates servicing of alarm systems and equipment; and train other officers as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic law enforcement and security patrol principles and practices.

Interpretations of federal, state, local laws and ordinances as applied to campus environment.

Traffic and parking rules and regulations.

Basic record keeping and report writing practices.

Skill in:

Independently patrolling campus grounds and facilities.

Recognizing unusual, dangerous or emergency situations and taking appropriate action.

Handling unpredictable or tense situations which may involve aggressive, angry or mentally ill individuals.

Understanding, interpreting and applying various rules, ordinances and laws.

Exercising sound independent judgment within established guidelines.

Maintaining accurate records and preparing basic reports of a quality that can be presented in court.

Establishing and maintaining effective working relationships with those contacted in the course of the work including individuals from various ethnic and socioeconomic groups.

Handling the physical demands of an active, outdoor job.

Performing basic first aid and CPR.

Performing multiple tasks and conflicting demands.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work weekends, holidays and off-hour shifts and be willing to work indoors and outdoors in all weather conditions; must obtain first aid and CPR certificates.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school, and two years of security patrol experience. College coursework in law enforcement, administration of justice or criminology may be substituted for the experience on a year for year basis.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Strength and agility to perform foot patrol and security officer duties; sight and color vision to patrol, observe and describe; hearing for perceiving alarms and accidents; speech and hearing for communicating, instructing and reporting; smell to detect fumes and hazards; mobility and agility to patrol in a variety of settings and respond quickly and effectively to situations; manual dexterity for writing, typing and using hand tools; lifting up to 40 pounds to move barricades and equipment. This work is performed outdoors in a variety of weather conditions.