

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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| Job Title: | Campus Safety Officer II | Range: | 36 |
| Date Revised: | September 13, 2022 | Date Approved: | June 22, 2021 |

PRIMARY PURPOSE

This position is responsible for performing a wide range of activities to promote campus safety, to support traffic and parking control, and to ensure the security of buildings and equipment.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

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| 1. | Patrol campus and parking lots as assigned on foot, bicycle or in vehicle; respond to emergency and dispatches calls according to District policies and procedures and established guidelines; administer first aid as needed; assist injured individuals; escort students, staff, and general public as necessary. Participate in campus safety drills. |
| 2. | Enforce campus safety, security and traffic/parking rules and regulations, including citation issuance, in accordance with laws, policies and procedures; assure proper signage for parking control, building safety and ensure they comply with established codes; assure installation and maintenance of signs as needed. |
| 3. | Monitor buildings, parking lots and grounds for safety hazards and prepare hazard reports; notify appropriate authorities according to established procedures; unlock and secure designated buildings and classrooms, raise and lower flags. Assists in the maintenance and repair of various department equipment including parking meters, assigned vehicles, AED machine and other equipment. |
| 4. | Observe, report, and investigate unauthorized persons or activities on campus, notify appropriate authorities according to established procedures; conduct preliminary investigations and reports. Respond to a variety of reported crimes, disturbances and incidents; assist in the investigation and interviews witnesses independently and as required by outside law enforcement agencies. Prepare, complete and maintain a variety of records and reports including activity log, accident and incident reports; prepare and present oral reports, as necessary. Testify in court on citations and criminal matters. Campus safety officers may search, detain, pursue, make citizen's arrests, and interact with person's who display resistance, issues of self-harm, and/or in the process of criminal activities in compliance with BP/AP 7600 Campus Safety Officer. |
| 5. | Respond to campus emergencies or disasters; conduct evacuations of buildings; investigate and report safety incidents. Observe mental health of students and implement intervention if appropriate. Responsible for campus safety measures including but not limited to parking safety, safety drills, emergency exiting/evacuation procedures. Monitor electronic security systems, lighting systems, video surveillance systems, fire alarm systems, emergency generators, and emergency telephones; notify appropriate authorities when systems are inoperable and ensure appropriate corrective actions are implemented when necessary. |
| 6. | Plan, organize, and ensure safe conditions for activities and special events. Assure parking control signs, markings comply with established codes, on and off campus, participate in directing traffic flow as necessary; assist visitors, students, and staff by providing directions and other assistance as necessary; escort staff from various offices in the delivery of cash receipts to appropriate office. Collect and transport monies as directed. |

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| <p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p> |
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| 7. | <p>Assist students, staff, or visitors with inoperative vehicles by providing lockout or battery assistance; contact appropriate emergency road service agency; check parking control devices for proper operating condition and perform minor repair work, as necessary.</p> <p>Operate a variety of equipment including bicycles, motor vehicles, electric carts, two-way radios, cell phones, computers, parking meters, and small hand tools.</p> |
| 8. | <p>Assists in various campus activities such as delivering supplies, setting up and taking down facility equipment, moving furniture and setting up equipment as necessary; assists medical personnel with sick or injured students; assists in collecting various monies and tokens as assigned and deliver to appropriate office.</p> |
| 9. | <p>Communicate with various public safety/law enforcement agencies, vendors and others to provide and receive information and assistance.</p> |
| 10. | <p>Train and provide work direction and guidance to staff and temporary employees as directed.</p> |
| 11. | <p>Learn and apply emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.</p> |
| 12. | <p>Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.</p> |
| 13. | <p>Performs related duties as assigned.</p> |

OTHER FUNCTIONS

In addition to the essential functions, the Campus Safety Officer II may be required to train and provide work direction to assigned personnel.

WORKING RELATIONSHIPS

The Campus Safety Officer II maintains frequent contact with District personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

Certification in 832 Penal Code Laws of Arrest or certificate of CA POST Basic Academy

Sufficient related training and experience to demonstrate the knowledge, skills and abilities listed

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, policies and procedures
Knowledge of law enforcement and security methods
Knowledge of traffic laws and vehicle control procedures
Knowledge of report writing techniques
Knowledge of fire safety equipment
Knowledge of record-keeping techniques
Ability to read, learn, understand, explain and apply applicable laws, penal codes, health and safety rules and regulations and other laws, rules, policies and procedures
Ability to communicate effectively using two-way radio and telephone and before large groups
Ability to operate a vehicle and ride a bicycle
Ability to walk and stand for long periods of time
Ability to recognize and recall facts, faces, figures, details and discern a wide range of sounds
Ability to administer first aid and CPR
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License
First Aid and CPR Certification issued by the American Red Cross or equivalent

TRAINING REQUIREMENTS (After Hire)

Certification of completion of SB 1626 (State of California, exemption: armed guard card from BSIS and CA POST Basic Academy)
Certification of completion of SB 390

WORKING CONDITIONS

Indoor and outdoor environment under various weather conditions; subject to lifting, pushing, pulling or carrying (up to 50 lbs. unassisted). Requires running, or climbing stairs, ladders, fences, and walls; extended periods of walking and standing; subject to working with individuals displaying antisocial or criminal behavior. Subject to frequent interruptions and shifting priorities. Requires fine and gross motor skills in the use of tools and equipment. Driving required.
