

CAMPUS SAFETY OFFICER - LEAD**DEFINITION**

Under general supervision, leads and performs duties related to the maintenance of campus security; serves as a lead officer for an assigned shift and/or area while also performing general security duties; monitors and patrols District facilities, property and offices for purposes of controlling campus security, parking and other issues; responds to intrusion and fire alarms, as well as other requests for assistance; investigates and enforces District rules, regulations and legal infractions concerning the protection of persons and property; observes, reports and maintains the property and security of the college; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the lead level class of the Campus Security Officer Series within the Yosemite Community College District (YCCD). Positions in this class serve as lead workers for an assigned shift and/or area and also perform journey-level patrol, response and enforcement duties in support of campus security operations.

This class can be distinguished from the lower level-class of Campus Security Officer because incumbents in that class perform journey-level work but do not regularly serve as lead workers. It can also be distinguished from the higher-level class of Campus Security Officer Supervisor because incumbents in that class serve as first-level supervisors over subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a Campus Security Officer Supervisor, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

Incumbents do not directly supervise other full-time employees, but serve as lead workers with responsibility for the work of subordinate staff on an assigned shift.

ESSENTIAL DUTIES

- Serves as a lead worker for an assigned shift and/or area; plans, coordinates and monitors the work of subordinate officers, dispatch and other staff; receives and assigns day-to-day priorities; provides direction and guidance to staff and makes decisions regarding routine security activities, particularly in the absence of a supervisor; monitors and schedules shift coverage.
- Performs campus patrol and parking lot control functions and activities; performs daily checks of doors and windows on District buildings; inspects areas to ensure against inappropriate behaviors and to identify potential safety hazards.
- Receives information regarding campus security issues by telephone, radio or other sources; responds to campus locations as needed.
- Observes, reports and investigates reports of suspicious vehicles, people or activities on campus property; enforces District regulations pertaining to day and evening activities.
- Responds to emergency fire and intruder alarms; investigates possible building intrusions. systems; monitors 9-1-1 calls; contacts outside agencies and alerts appropriate personnel as necessary.

- Expedites traffic and traffic flow on campus; assists and directs campus visitors to authorized parking areas and appropriate offices; provides escort service for students, faculty and visitors as appropriate.
- Issues citations for parking violations; counsels and advises students and others regarding violation of rules and regulations.
- May, in emergency situations, detain persons and contact appropriate law enforcement agencies to request assistance.
- Transports District funds as directed.
- Assists ill or injured students, or students experiencing other difficulties; renders first aid as needed; assists students in finding health or appropriate administrative offices.
- Investigates the identity of persons on campus as needed.
- Prepares incident reports regarding student conduct, the destruction of property, vandalism, theft and/or other issues; prepares regular reports and maintains security logs.
- Assists in maintaining control over large numbers of people at campus events and activities; ensures that rules and regulations pertaining to conduct and safety are observed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Pattern I**
 - **Experience:** Two years equivalent to Campus Security Officer at YCCD.

OR

- **Pattern II**
 - **Education:** Possession of a High School diploma or GED.
 - **Experience:** Either 1) two years providing security in an educational setting; **or** 2) three years performing public or private security, military security, law enforcement or comparable services.
- **Substitution:** Completion of basic POST training may substitute for one year of the required experience.

Special Requirements:

- Must pass a background investigation, including reference checks and a state criminal history report, prior to the start of employment. The cost for the criminal history report will be the responsibility of the candidate.

Knowledge of:

- Principles and practices of security services.
- Principles and practices of supervision and leadership; conflict resolution strategies, and problem-solving procedures.
- Human psychology as well as behavior modification strategies and techniques.

- Policies, rules, regulations, legal provisions concerning property protection, campus control, security, and appropriate student behavior.
- Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
- Legal provisions governing security on a college campus, including the control and protection of property.
- Methods of proper detention of persons and search of District facilities, college campus and adjacent areas.
- Safe facility patrol and protection; campus supervision methods and procedures.

Ability to:

- Perform effective and efficient leadership functions in campus security situations requiring tact, diplomacy, and good judgment.
- Lead and direct the work of subordinate staff.
- Make decisions based on an assessment of factual information and good judgment.
- Enforce campus rules and regulations, and applicable legal provisions.
- Perform security patrol, and evening and weekend student supervision and crowd control services.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with the educational community and public safety agencies.

LICENSES AND CERTIFICATES:

- A valid license to drive in California is required.
- Must possess and maintain a valid CPR and First Aid certificate.
- Must satisfactorily complete the training requirements of Education Code, Section 38001.5 within 3 months of appointment.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; ability to operate security equipment and devices.
- **Lifting:** frequent lifting, carrying, pushing, pulling, or otherwise moving objects up to 50 pounds; occasional lifting of objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact in stressful situations

TYPICAL WORKING CONDITIONS

- Work is generally performed in both indoor and outdoor environments. Duties may require travel from site to site; exposure to hot, cold, wet, humid, or windy conditions caused by weather; exposure to potentially hostile environments and persons; and working irregular hours.

Class Adopted: 03/01/09

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