

CAMPUS SAFETY OFFICER, GRAVEYARD

Assigned salary range reflects shift differential pay for the graveyard shift.

DEFINITION

Under general supervision, 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 full working level class of the Campus Security Officer Series within the Yosemite Community College District (YCCD). Positions in this class perform journey-level patrol, response and enforcement duties in support of campus security operations.

This class can be distinguished from the higher-level class of Campus Security Lead Officer because incumbents in that class serve as lead workers for an assigned area or shift, with responsibility for the work of subordinate officers and other staff on a regular basis.

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 or indirectly lead or supervise other employees.

ESSENTIAL DUTIES

- 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; 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:

- **Education:** Possession of a High School diploma or GED.
- **Experience:** One year 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:

- Policies, rules, regulations, legal provisions concerning campus control, security, property protection and appropriate student behavior.
- Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
- Methods of proper detention of persons and search of District facilities, campus areas or properties.
- Legal rights of citizens and students in particular.
- Safe campus supervision methods and procedures.
- Principles, practices, methods and procedures of traffic control.
- Methods and techniques of patrol and surveillance.
- Methods and techniques of interviewing and interrogation.
- Methods, techniques and applications of self-defense.
- Principles and procedures of report writing and record keeping.
- Occupational hazards and standard safety practices.
- Good public and human relations skills and methods.
- Pertinent Federal, State and local codes, laws and regulations including California vehicle and penal codes and campus parking rules.

Ability to:

- Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment.
- Enforce campus rules and regulations, and applicable legal provisions.
- Perform day and night patrol, evening and weekend student supervision and crowd control services.

- Interpret and apply Federal, State and local codes, laws and regulations.
- Respond quickly and calmly in emergency situations.
- Analyze situations quickly and objectively to determine and take emergency action.
- Enforce parking and related traffic ordinances.
- Observe and report unusual occurrences and violations.
- Detain, interrogate suspects and interview complainants and witnesses.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

Class Amended: 07/01/23