

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



CAMPUS SECURITY OFFICER

July 2018

FLSA: NON-EXEMPT PER CALIFORNIA EDUCATION CODE §§ 88026 – 88030

DEFINITION

Under general supervision, monitors and patrols Compton Community College District facilities, property and offices to maintain a safe environment for students, staff, and faculty by performing public safety work within the District campus, including patrolling and securing buildings, grounds, and other District property, enforcing campus rules and regulations, including parking codes, providing information, escort, and other assistance to students, staff, faculty, and campus visitors; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Police Sergeant, will work alone on routine or regular work assignments and may work with and receive direction from any Police Officer. Ultimate authority over the position is the Chief of Police. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs non-supervisory assignments in the District's Police Department. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Police Officer in that the latter is authorized to carry firearms and is required to undergo psychological testing and specialized training.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Patrols the District campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.
- Monitors and assists in controlling traffic; provides non-emergency crowd control support on District property for sporting and other special events or as required.
- Performs campus security duties; verifies credentials of persons on campus and denies access when appropriate; escorts visitors from campus and other restricted areas; secures buildings, locks doors and gates.
- Assists in maintaining positive relationships with students, parents, staff, faculty, and administrators; provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to District programs and services; responds to staff requests for assistance in the classroom and around campus; performs crisis intervention; assists students, staff and faculty with locked keys or disabled vehicles; communicates with students and staff regarding on-going crime related problems.

- Explains District policies to students, staff, and members of the public regarding smoking, riding bicycles, and other safety issues.
- Issues citations for parking violations; counsels and advises students and others regarding violation of parking rules and regulations.
- Investigates the identity of persons on campus as needed.
- Assists District Police to respond to a variety of public safety situations such as traffic accidents, terrorist and bomb threats, workplace violence, stalking, assault, industrial accidents, and gang incidents.
- Assists with investigations, including evidence collection and searches at crime scenes; obtains information regarding thefts, accidents, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; photographs pertinent aspects of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.
- Picks up and transports currency from various sites and locations to the campus vault.
- Serves as a first responder; determines most efficient access route; assists sworn officers in arresting suspects as necessary.
- Assists and responds to various medical emergencies according to established procedures; performs CPR/First Aid as necessary; summons appropriate medical personnel.
- Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired equipment.
- Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Notifies animal control of lost or injured animals on campus.
- Learns and applies emerging technologies and, as necessary, performs duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of effective campus security and emergency response and evacuation.
- Campus geography, maps, streets, landmarks, and driving directions.
- Applicable Federal, State, and local laws, regulatory codes, and procedures relevant to District public safety operations.
- Safety practices and equipment related to the work.
- Techniques of first aid and CPR.
- Techniques of operating a motor vehicle in a safe manner under patrol conditions.
- Basic investigation techniques.
- Record keeping and reporting methods, techniques, and procedures.
- Hazardous materials and related abatement methods.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the students, faculty, and staff, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
- Obtain necessary information from individuals in stressful or emergency situations.
- Analyze situations and identify pertinent problems/issues, collect relevant information, evaluate realistic options, and recommend/implement appropriate course of action according to established policies and procedures.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Perform technical, detailed, and responsible office support work.
- Operate radio communication equipment.
- Operate a patrol vehicle and patrol equipment in a safe and effective manner.
- Investigate and interview witnesses concerning crime, traffic, and related incidents.
- Perform basic first aid and CPR procedures.
- Prepare clear, comprehensive, and concise reports and other information related to observed violations.
- Work confidentially with discretion.
- Understand scope of authority in making independent decisions.
- Organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Effectively use modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to completion of the twelfth (12th) grade supplemented by college-level course work in criminal science or related field and two (2) years of public safety, security, or related experience.

Licenses and Certifications:

- Must possess and maintain a valid California Driver's License.
- Must possess and maintain a valid American Red Cross First Aid and CPR certification.
- Community Emergency Response Team Certification within one (1) year of employment.
- Completion of the School Security Officer Training (mandated by SB 1626) within six (6) months of employment.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; physical strength and stamina to respond to emergency situations and accidents; to lock and unlock gates, doors and buildings; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to pass a detailed background investigation, physical examination, and obtain fingerprint clearance prior to beginning employment. Must be able to work extended or rotating shifts, weekends and holidays, or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.