

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Campus Safety Officer	Range:	31
Date Revised:	July 22, 2003	Date Approved:	April 8, 2003

### 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.*

1.	Patrols campus and parking lots as assigned on foot, bicycle or in vehicle; responds to emergency and dispatches calls according to District policies and procedures and established guidelines; administers first aid as needed; assists injured individuals.
2.	Enforces campus safety, security and traffic/parking rules and regulations, including citation issuance, in accordance with laws, policies and procedures; assures proper signage for parking control, building safety and ensure they comply with established codes; assures installation and maintenance of signs as needed.
3.	Monitors buildings, parking lots and grounds for safety hazards and prepares hazard reports; notifies appropriate authorities according to established procedures; unlocks and secures designated buildings and classrooms, raises and lowers flags.
4.	Observes, reports and investigates unauthorized persons or activities on campus, notifies appropriate authorities according to established procedures; conducts preliminary investigations and reports.
5.	Monitors electronic security systems and emergency telephones; notifies appropriate authorities when systems are inoperable.
6.	Plans, organizes and ensures safe conditions for special activities and events on and off campus, participates in directing traffic flow as necessary; assists visitors, students and staff by providing directions and other assistance as necessary; escorts staff from various offices in the delivery of cash receipts to appropriate office.
7.	Assists students, staff or visitors with inoperative vehicles by providing lockout or battery assistance; contacts appropriate emergency road service agency; checks parking control devices for proper operating condition and performs minor repairs work as necessary.
8.	Prepares, completes and maintains a variety of records and reports including activity log, accident and incident reports; prepares and presents oral reports as necessary.
9.	Collects and transports monies as directed.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
12.	Responds to campus emergencies or disasters; investigates and reports safety incidents.
13.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

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

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## **WORKING RELATIONSHIPS**

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

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## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent and certification in Penal Code 832  
Sufficient related training and experience to demonstrate the knowledge, skills and abilities listed below.

## **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

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## **SPECIAL REQUIREMENTS**

Possession of a certificate of completion of Penal Code 832 Course  
A valid California Driver's License  
First Aid and CPR Certification issued by the American Red Cross

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## **WORKING CONDITIONS**

Indoor and outdoor environment under various weather conditions; subject to occasional lifting (up to 50 lbs. unassisted) or carrying, running, or climbing stairs, ladders, fences and walls; extended walking and standing; subject to working with individuals displaying antisocial or criminal behavior.

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