

Citrus College

Position Description

Position: Campus Security Officer I	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 22

Summary

Patrols the college campus to enhance the safety and protection of students, staff, visitors, buildings, grounds, equipment and other property belonging to the District. Patrols parking lots to verify vehicles authorized to park and cite unauthorized vehicles.

Distinguishing Career Features

The Campus Security Officer I is the first, and entry-level in a public safety career path. The Officer I is primarily focused on maintaining a visible presence in public areas, observing incidents, acting, and notifying others according to established protocols. Advancement to Security Officer II requires demonstrated competency in investigations, surveillance, traffic control, and knowledge of applicable sections of the California Vehicle Code, State Penal Code, Education Code, and college regulations. Advancement to Officer III is based on need and requires the ability to setup staffing for multiple shifts and serve as an incident and event coordinator and primary liaison to community-based public service agencies.

Essential Duties and Responsibilities

- Patrols campus buildings, grounds and roadways on foot and by vehicle. Guards property against fire, theft, vandalism, and illegal entry.
- Provides information, responds to questions, and gives directions to students, staff, and visitors.
- Protects campus property by inspecting and checking security of doors, windows and gates. Turns lights on and/or off. Secures chains in driveways
- Maintains active presence in public areas to enhance the safety of parked vehicles. May escort individuals to parked vehicles. Enforces parking rules and regulations. Issues parking citations.
- Observes and reports potentially dangerous conditions and the presence of unauthorized persons on grounds or in buildings. Responds to and deals with or refers disturbances according to department policy. Observes and documents details of occurrences.
- May provide assistance to community-based police in the arrest of violators when necessary.
- Reports detected leaks or malfunctions of electrical, plumbing, heating, or other equipment. Notifies appropriate departments of impaired equipment.
- Reports emergency medical situations, summoning the appropriate emergency medical services.
- Assists with security at campus functions as required. Opens and closes buildings and rooms for meetings. Assists with traffic flow and controls parking and safe movement of vehicles in parking areas.
- Documents work activities, including, but not limited to, logs of shift routines, incident and accident reports.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a basic knowledge of the methods and practices and procedures of security including patrol, traffic control, and incident investigation. Requires basic knowledge of the pertinent state and college laws and policies governing traffic and access of campus facilities. Requires understanding of basic interviewing techniques, use of a police radio system, and vehicle and pedestrian control. Requires sufficient math skills to record distances, numbers, and times. Requires sufficient language skill to prepare logs and activity reports. Requires sufficient human relation skill to resolve confrontation, affect behavior of others, and convey a positive image of the organization.

- **Abilities**

Requires the ability to perform all of the duties of the position effectively and efficiently. Must be able to analyze situations quickly and objectively and determine and take appropriate action. Must be able to use appropriate defense measures to protect self or others in adverse situations. Requires the ability to meet standards of physical stature, endurance and agility established by the College. Must be able to maintain two-way radio communication with local police authorities, and staff. Must be able to administer first aid in emergency situations.

- **Physical Abilities**

Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to situations. Maintain cardiovascular fitness in order to walk and run. Requires the ability to use near and far visual acuity to observe campus activity and read reports and written instructions. Requires the ability to use hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

- **Education and Experience**

The position requires a high school diploma or equivalent and one year of experience in a security setting.

- **Licenses and Certificates**

Requires a valid driver's license. Requires a valid first aid card and CPR certificate.

- **Working Conditions**

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.