

Position: Campus Safety Officer	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 115

### **Summary**

Performs security, surveillance, and emergency medical duties to provide a safe environment for the students/staff and protect College property. Patrols campus grounds and facilities, preserves order, and performs as a liaison/resource to local law enforcement as needed.

### **Essential Duties and Responsibilities**

- Patrols a designated area of the campus, ensuring the safety of students, staff and campus facilities. Discovers and prevents safety hazards, the commission of crimes, and enforces laws, ordinances, and rules.
- Protects property and facilities by making inspections on foot and in a vehicle. Checks buildings for physical security. Inspects and monitors the security of doors, windows and gates. Addresses any unusual or suspicious activity.
- May offer counsel to students.
- Provides security at college functions during normal business and special hours. Opens and closes buildings and rooms for meetings and events. Controls parking and safe movement of vehicles in parking areas. Directs traffic at special events, emergency, and congested situations.
- Provides immediate first-aid and CPR in response to medical emergencies. Contacts fire and ambulance services as required.
- Prepares investigative, crime, follow-up and incident reports relating to observed violations.
- Prevents entry and reports presence of unauthorized persons on grounds or in buildings to law enforcement authorities. Investigates situations and disturbances as needed.
- Issues parking citations.
- Responds to complaints and hazardous situations. Conducts investigations of reported injuries and accidents.
- Detects and reports fire hazards. Extinguishes small blazes and reports fires to Fire Department. Responds to fire and burglar alarms. Summons police and fire department personnel as needed.
- Contacts and cooperates with other law enforcement agencies in matters relating to

the apprehension of offenders and the investigation of offenses.

- Assures proper functioning of equipment. Notifies designated personnel regarding impaired equipment and malfunctions.
- Provides information and responds to questions from students, staff and visitors.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires basic knowledge of the methods and practices and procedures of law enforcement including those used in patrol, crime prevention, traffic control, investigation and identification. Requires knowledge of the pertinent Federal, State, local and College laws and ordinances including applicable sections of the Motor Vehicle code. Requires a basic understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence. Must have a basic understanding of basic interviewing and interrogation techniques, safe driving practices, standard broadcasting procedures of a police radio system and crowd, vehicle and pedestrian control.

### **▪ Abilities**

Requires the ability to perform all of the duties of the position effectively and efficiently with minimal supervision. Must be able to utilize all of the tools and equipment of the position in a safe and responsible manner. Must be able to analyze situations quickly and objectively and determine and take effective action. Must be able to use appropriate defense measures to protect self or others in adverse situations. Must be able to maintain communication with local police authorities and College offices. Needs to be able to administer first aid in emergency situations. Communication skills require the ability to communicate effectively with young adults in a multi-ethnic setting and to interact both formally and informally with College staff, outside agency personnel and the general public.

### **▪ Physical Abilities**

Requires the ability to meet standards of physical stature, endurance and agility established by the College. Requires ambulatory ability to walk and stand for extended periods of time. Requires sufficient hand-arm-eye and body coordination to physically suppress an adult. Requires visual acuity to observe changing environments and to recognize words and numbers. Requires auditory ability to carry on conversations and project voice in a noisy environment.

### **▪ Education and Experience**

The position requires a High School diploma or equivalent and at least 1 year of experience in a protective service. Experience may be supplemented by specialized training in law enforcement.

### **▪ Licenses and Certificates**

A valid driver's license.