

DESERT COMMUNITY COLLEGE DISTRICT

CAMPUS SAFETY OFFICER

BASIC FUNCTION

Patrol, observe and check assigned campus and District facilities, parking lots and adjacent areas; provide a safe and secure environment for students, staff, visitors and property; enforce applicable laws and ordinances.

SUPERVISION RECEIVED

Receives supervision and direction from the Director, Security and Emergency Preparedness or area supervisor.

REPRESENTATIVE DUTIES

E = Essential Duties

1. Patrol District facilities and campuses before, during and after regular business and school hours by vehicle and on foot. *E*
2. Guard, check and secure doors, rooms, buildings and equipment; answer and respond to alarms and radio calls. *E*
3. Report hazardous or unusual conditions or malfunctions observed; guard against and inspect for vandalism, illegal entry, theft and fire; maintain high visibility in assigned areas to prevent campus violations and crimes. *E*
4. Escort unauthorized individuals from campus; identify, observe and question individuals on campus premises when their presence is questionable; contact local law enforcement officials and agencies in investigation and apprehension of persons involved in violations. *E*
5. Take incident reports or complaints from students, District personnel and the public for further action; conduct routine investigations and write reports on incidents; take appropriate action to break up fights and other related incidents according to established procedures. *E*
6. Receive and respond to requests for help and assistance for ill, injured or handicapped persons; administer basic first aid according to established guidelines. *E*
7. Operate equipment such as two-way radio, patrol vehicles, and other assigned equipment. *E*
8. Turn lights on and off; lock and unlock doors; set and turn off intrusion alarm systems provide security services for special events; control traffic and place traffic barricades as appropriate. *E*
9. Enforce rules and regulations governing the use of college buildings and grounds, issuing citations to violators. *E*
10. Respond to disarming alarms. *E*
11. Enforce and assist with emergencies, including evacuations and lockdowns. *E*
12. Conduct permit checks; issue parking citations as necessary; assists in traffic control at athletic events and special events and programs. *E*
13. Attend and complete assigned and applicable training.
14. Interact with members of public safety and animal control as necessary.
15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Methods, practices, terminology and procedures used in District public safety activities.
2. Basic State vehicle and penal codes; basic law enforcement and security methods.

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3. Policies and objectives of assigned program and activities; laws, rules and regulations related to assigned activities and assignment, including FERPA and the Clery Act.
4. Arrest and control techniques, use of pepper spray, health and safety regulations; basic record-keeping and report writing techniques; interpersonal skills using tact, firmness and diplomacy

Ability to:

1. 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.
2. Patrol, observe and monitor assigned campus and District facilities, parking lots and adjacent areas; provide a safe and secure environment for students, staff, visitors and property.
3. Enforce applicable laws and ordinances; learn security procedures and utilize sound judgment in emergency situations.
4. Perform first aid and CPR activities; learn applicable District rules, regulations, policies and procedures.
5. Communicate tactfully and effectively both orally and in writing with students, staff and the public.
6. Observe and retain names, faces and details of occurrences; oral and written communication skills.
7. Establish and maintain cooperative and effective working relationships with others; able to maintain calm and order in emergency situations.
8. Inspect and check the security of doors, windows, and gates.
9. Prevent entry and report presence of unauthorized persons on grounds or in buildings; prepare reports and other information as required.
10. Operate equipment such as two-way radio, patrol vehicles, and other assigned equipment.
11. Learn to interpret, apply, and explain rules, regulations, policies, and procedures.
12. Work independently with little direction; understand and work within scope of authority;

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one (1) year experience in an area of law enforcement or security service.

LICENSES AND OTHER REQUIREMENTS

- Possession of, or the ability to obtain within one (1) year of employment, the 24-hour School Security Officer Training Course as required by California Education Code §72330.5.
- Possession of, or the ability to obtain within one (1) year of employment, a valid Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification.
- Employees may be required to receive the Hepatitis B vaccination in accordance with applicable safety regulations.
- A California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required if driving a District vehicle is assigned.

Possession of a valid PC 832 Certificate or POST Level III and/or Level II certification is eligible for additional compensation (Range 11)

WORKING CONDITIONS

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Work is performed in a variety of indoor and outdoor environments across District facilities and campus locations. Duties may require exposure to varying weather conditions, including heat, cold, wind, and rain, as well as noise, dust, and typical campus activity. The position requires responding to alarms, disturbances, emergencies, and safety concerns and may involve interaction with individuals who are upset, uncooperative, or in distress.

The work requires frequent interaction with students, employees, visitors, and the public and requires the ability to remain calm, professional, and responsive in potentially stressful situations.

Physical Demands

The position requires the ability to walk and stand for extended periods of time while patrolling campus facilities and grounds. Duties include driving a vehicle and conducting patrols on foot over uneven or rough terrain, including parking lots, landscaped areas, and outdoor pathways. Work may require climbing stairs, bending, stooping, reaching, and occasionally lifting or moving objects weighing up to approximately 30 pounds. Incumbents must be able to respond quickly to incidents or emergencies and move throughout campus buildings and outdoor areas as needed.

Hazards: Contact with dissatisfied or abusive individuals.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

RANGE: 10

RANGE 11 (POST Certificate)

Board Approved: October 2017, June 25, 2026