

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **PUBLIC SAFETY OFFICER**

#### **BASIC FUNCTION**

Under the direction of the Director, Security and Emergency Preparedness or designee, patrol, observe and check assigned campus and District facilities, parking lots and adjacent areas; provide safe and secure environment for students, staff, visitors and property; enforce applicable laws and ordinances.

#### **REPRESENTATIVE DUTIES**

- Patrol District facilities and campuses before, during and after regular business and school hours by vehicle and on foot. ***E***
- Guard, check and secure doors, rooms, buildings and equipment; answer and respond to alarms and radio calls. ***E***
- 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***
- 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***
- 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***
- Receive and respond to requests for help and assistance for ill, injured or handicapped persons; administer basic first aid according to established guidelines. ***E***
- Operate equipment such as two-way radio, patrol vehicles and other assigned equipment. ***E***
- 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***
- Enforces rules and regulations governing the use of college buildings and grounds, issuing citations to violators.
- Respond to and disarm alarms.
- Enforce and assist with emergencies, including evacuations and lock downs.
- Conduct permit checks; issue parking citations as necessary; assists in traffic control at athletic events and special events and programs.
- Attend and complete assigned and applicable trainings.
- Interact with members of public safety and animal control as necessary.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Methods, practices, terminology and procedures used in District public safety activities; basic State vehicle and penal codes; basic law enforcement and security methods; policies and objectives of assigned program and activities; laws, rules and regulations related to assigned activities and assignment, including FERPA and the Clery Act; 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:** Patrol, observe and monitor assigned campus and District facilities, parking lots and adjacent areas; provide safe and secure environment for students, staff, visitors and property; enforce applicable laws and ordinances; learn security procedures and utilize sound judgment in emergency situations; perform first aid and CPR activities; learn applicable District rules, regulation, policies and procedures; communicate tactfully and effectively with students, staff and the public; observe and retain names, faces and details of occurrences; oral and written communication skills; establish and maintain cooperative and effective working relationships with others; able to maintain calm and order in emergency situations; inspect and check the security of doors, windows and gates; prevent entry and report presence of unauthorized persons on grounds or in buildings; prepare reports and other information as required; operate equipment such as two-way radio, patrol vehicles and other assigned equipment; learn to interpret, apply and explain rules, regulations, policies and procedures; communicate effectively both orally and in writing; work independently with little direction; understand and work within scope of authority; run, stand or walk for extended periods of time; run or walk over rough or uneven surfaces; lift and carry thirty pounds; bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and one year experience in an area of law enforcement or security service. Possession of, or ability to obtain, the 24-hour school security officer course within one year of employment as required by California Education Code 72330.5. Possession of, or ability to obtain, a Current Cardio-Pulmonary Resuscitation (CPR) card, including Automatic External Defibrillator (AED) certificate within one year of employment. May be required to receive a Hepatitis B vaccine.

PC 832 certificate or a POST Level III and Level II certification is desired. Additional compensation for completed POST Level III and Level II certificate completion.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

**WORKING CONDITIONS**

**Environment:** Busy and diverse educational environment. Indoor and outdoor work environment in all weather conditions, including extreme temperatures. Driving a vehicle and patrol on foot over uneven or rough terrain.

**Hazards:** Contact with dissatisfied or abusive individuals.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

RANGE 10; RANGE 11 (POST Certificate)

Approved: October 2017