

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED** CLASS TITLE: **CAMPUS SAFETY OFFICER**

SALARY TABLE: **29** SALARY RANGE: **25**

BASIC FUNCTION:

Under the direction of the Manager-Safety and Emergency Response, monitor district wide campus facilities and parking lots, direct traffic and enforce College parking and traffic rules and regulations; assist in the response and coordination of campus emergencies and emergency trainings, patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities, investigates and prepares written reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace; gathers evidence and interviews witnesses; testifies in court as necessary. Gives information and directs the public; and assists in the orientation of district personnel regarding safety and emergency preparedness measures and trainings and directed. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Campus Safety Officer is the entry-level position in the series. Incumbents perform safety, emergency and traffic duties under general direction. The Senior Campus Safety Officer is the experienced level position in the series. Incumbents perform safety and traffic duties independently and serve as a lead over designated incumbents in the Campus Safety Officer classification.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor incoming and outgoing traffic and direct vehicles to appropriate parking lots; assure vehicles belong to students, staff or authorized visitors; enforce parking and traffic regulations and issues citations as needed; prepare related paperwork.

Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, faculty staff and visitors in non-classroom activities; investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.

Identify and respond to campus disturbances and emergency situations; assure students and visitors comply with campus rules and regulations; notify law enforcement agencies of criminal activity, and Fire Department personnel and paramedics of emergencies as needed. Coordinate the response of the emergency personnel referenced and direct individuals to the scene of the incident. Provide first aid and CPR services as needed.

Monitor students, personnel, equipment and property by performing inspections on foot and in patrol vehicles for unsafe conditions, illegal acts and unauthorized persons on and around designated district properties.

In the absence of the Campus Safety Coordinator remotely electronically lock down the campus doors and communicate pertinent information to the staff, students and public using emergency messaging systems during necessary emergency situations.

Provide directions and assistance to students and campus visitors as requested; resolve student and staff issues,

complaints and conflicts related to parking; transport disabled students and others and provide safety escorts as needed.

Communicate tactfully with appropriate campus departments in the event of an emergency to properly organize the operational staffing of campus during incidents for campus closures and lock downs.

Evacuate classrooms, buildings or entire campuses in emergency situations as necessary; conducts building searches in accordance with predetermined plan during emergency conditions and evacuations.

Lock, unlock, open and check doors, windows, gates and other entrance and exit accesses to buildings, properties and facilities; set, reset and disarm alarms as needed.

Maintain the confidentiality of student records and sensitive information

Review parking discrepancies including but not limited to disabled placard misuse on college grounds. Take appropriate action.

Installs immobilization boots on vehicles, authorize vehicles to be towed and completes related reports as required.

Prepare and maintain various records, logs and reports related to crimes, Safety incidents, citations and assigned activities.

Operate a variety of Security and Safety equipment including a two-way radio, electric cart and various hand, power and electronic tools and equipment; drive a vehicle to conduct work.

Train and provide work direction and guidance to student workers and hourlies as directed; provide input concerning employee performance as requested.

Investigate and report instances of graffiti and vandalism.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic investigative and law enforcement practices.
Crowd and traffic control techniques.
Operation and safe use of a variety of standard Security and Safety equipment.
Traffic laws, defensive driving techniques and rules of the road.
Common building and grounds safety practices.
Oral and written communication skills.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
First Aid and CPR procedures

ABILITY TO:

Gauge appropriate response to emergencies based on severity.
Initiate and assist the coordination of the emergency response.
Monitor incoming and outgoing traffic and direct vehicles to appropriate parking lots. Enforce parking and traffic regulations and issues citations as needed.
Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities.

Investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.

Provide directions, assistance and transportation to students and campus visitors as requested.

Learn, interpret and apply College campus, parking and traffic rules and regulations.

Operate a variety of standard Security and Safety equipment.

Determine appropriate action within clearly defined guidelines.

Observe health and safety regulations.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Maintain records and prepare reports.

Administer first aid and CPR as needed.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and 1 year of relevant training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California driver's license.

Completed First Aid and CPR Certification issued by an authorized agency.

Completed SB1626 Campus Safety Officer Course (Education Code 72330.5 and 38001.5) within 12 months of hire.

Completed Penal Code 832 Arrest course through an authorized POST agency within 12 months of hire.

Completed Community Emergency Response Team Certification (CERT) within 12 months of hire.

Completed Mental Health First Aid course.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time. Seeing to monitor campus activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to issue citations and operate Security and Safety equipment.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior. Contact with dissatisfied or abusive individuals. Potential exposure to Bloodborne pathogens