VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SAFETY OFFICER

BASIC FUNCTION:

Under general supervision, a Safety Officer provides for the physical security of District property and the personal protection of students, staff, and visitors by implementing and enforcing District policies, rules, regulations, and crime prevention and awareness strategies.

DISTINGUISHING CHARACTERISTICS

Safety Officer is an entry-level, non-sworn, public safety classification. Employees assigned to the classification are intended to serve as additional visible security presence particularly to alert police officers of matters pertaining to security issues. Safety Officers are not be permitted to carry a firearm. In contrast, a Community College Police Officer is a sworn employee with full peace officer powers of arrest and one who is authorized to carry a firearm.

REPRESENTATIVE DUTIES:

Provide students, faculty, staff, and the public with information and direction regarding parking and general police services. E

Identify, observe, and question persons on District property when the reasons for their presence or intentions are questionable; monitor campus surveillance cameras. E

Respond to emergency situations such as security alarms, crimes, medical emergencies, fires, and hazardous materials accidents by assessing the situation, securing the area, ensuring the safety of others, and notifying the appropriate personnel. E

Patrol district properties, events, and surrounding areas by vehicle, bicycle, or on foot; lock, unlock, open, and check doors, windows, gates, and other entrance and exit accesses to buildings, properties, and facilities; set, reset, and disarm alarms. E

Prepare incident reports of crimes and accidents of a minor nature; take statements from parties and witnesses; document accident and incident scenes; conduct simple and routine investigations. E

Prepare and maintain various records, logs, and reports related to crimes, security incidents, citations, complaints, and unusual situations requiring intervention; transport documents to the District Attorney; perform data entry and filing as required. E

Conduct parking and Municipal Code enforcement; issue citations for parking violations; counsel and advise students and others regarding violation of rules and regulations. E

Established December 2012
SAFETY OFFICER (continued)

Record and report to supervisor parking lot conditions, missing signs, or unsafe conditions on roadways and in parking lots; post vehicle abandonment notices and contact vendors to tow away abandoned vehicles.  

Direct and control traffic flow into parking lots and facilities to ensure efficient utilization of parking space during college functions and special events; control the flow of traffic at accident scenes.  

Physically restrain persons involved in fights, crimes, or other acts of violence pending the arrival of sworn officers; detain suspects when appropriate.  

Escort students and staff to building or their vehicles as a safety precaution when requested.  

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

Provide first aid and cardiopulmonary resuscitation (CPR) as needed.  

Schedule department vehicles for routine service and repair; drive department vehicles for fuelling and car washes.  

Track and inventory department supplies; accept, record, and maintain evidence of property; document and track the arrival and dismissal of items in the lost and found.  

Administer the live scan fingerprinting process for new District employees and volunteers.  

Provide routine assistance to the college population in situations such as performing vehicle jump starts, unlocks, and flat tires.  

Attend and participate in hearings and trials of suspects, as required.  

Perform related duties as assigned.  

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California criminal law and safety statutes  
Principles and practices pertaining to the use of non-lethal weapons such as pepper spray  
Basic patrol, investigation, and protection procedures  
Methods and techniques of crowd control  
Common fire and safety hazards and related equipment such as fire extinguishers  
Traffic and parking control  
Radio operation procedures and equipment  
Basic methods and techniques for report preparation and writing  
Principles of public relations  
Principles and practices of record keeping and filing
SAFETY OFFICER (continued)

English grammar, spelling, and punctuation
Techniques of self defense
Legal rights of citizens

ABILITY TO:

Use restraint in confrontational situations
Learn and correctly interpret district rules, regulations, and policies
Exercise sound judgment and decision making capabilities
Communicate effectively, both orally and in writing
Observe and recall details and incidents
Gather, collect, and preserve evidence
Administer emergency first aid and/or cardiopulmonary resuscitation (CPR)
Operate a vehicle observing legal and defensive driving practices
Understand and effectively carry out oral and written instructions
Establish and maintain effective working relationships with those contacted in the course of work
Control groups, detain, and constrain offenders

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:
Graduation from high school or evidence of equivalent educational proficiency.

Experience:
One year of experience as a security guard, watchperson, loss prevention specialist, or peace officer. Successful completion of 18 units of college level coursework in criminal justice or a related field supplemented by at least one semester of service as a cadet may be substituted for the required experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid cardiopulmonary resuscitation (CPR) certificate issued by a nationally recognized sanctioning organization
Possession of a valid first aid certificate issued by a nationally recognized sanctioning organization
A valid California Driver License
Satisfactory completion of a pre-employment physical assessment
Satisfactory completion of a pre-employment drug test
Satisfactory completion of a thorough background investigation
Possession of current school security officer training certificate pursuant to California Education Code Section 72330.5 and Business and Professions Code Section 7583.45, as provided by the Bureau of Security and Investigative Services of the California Department of Consumer affairs is required prior to completion of the probationary period
SAFETY OFFICER (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Subject to considerable physical exertion, stamina, flexibility, and potentially hazardous conditions

PHYSICAL ABILITIES:

Reach overhead, above the shoulders and horizontally
Stand and walk for extended periods of time
Run and walk over uneven surfaces; climb stairs
Bend at the waist, kneel, or crouch
Hear and speak to exchange information
Safely operate a motor vehicle in varied weather conditions and emergency or pursuit conditions

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal, or violent behavior
Contact with dissatisfied or abusive individuals