

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR CAMPUS SAFETY OFFICER

BASIC FUNCTION:

Under the direction of the Manager-Safety and Emergency Response, lead and participate in the monitoring of 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. Train and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in monitoring campus parking lots, directing traffic and enforcing College parking and traffic rules and regulations; monitor incoming and outgoing traffic; issue citations and prepare related paperwork as needed; coordinate campus Safety to assure the well-being and safety of students, staff and visitors in non-classroom activities.

Monitor and coordinate response to College Safety needs and issues; patrol and supervise campus facilities and grounds; investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.

Train and provide work direction and guidance to assigned personnel; assign employee duties and inspect work activities to assure compliance with established standards and procedures; provide input concerning employee evaluations as requested; arrange employee schedules as directed.

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. Lead and coordinate the response of the above emergency personnel and direct individuals to the scene of the incident. Provide first aid and CPR services as needed.

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

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.

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.

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.

Maintain the confidentiality of student records and sensitive information

Evacuate classrooms, buildings or entire campuses in emergency situations as necessary
Conducts building searches in accordance with predetermined plans 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

Monitor and coordinate the review of 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, incidents, citations, permits 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.

Order, receive and maintain inventory of Security and Safety supplies as directed.

Maintains, troubleshoots, repairs, and tests parking permit machines, working with the vendor when needed. Maintains parking permit supply inventory and collects money from permit dispensers. Transports related monies as directed.

Maintains, troubleshoots, repairs and tests all departmental equipment including but not limited to electric carts, citation machines and printers, cameras and alarm systems, working with the appropriate vendors when needed.

Perform minor repairs on electronic locks/doors.

Test and Collect money from Campus wide AMC machines. Report non-working conditions to campus IT department. Transport related monies as directed.

Maintain inventory, stock and respond to inquiries regarding specified campus wide departmental first aid kits.

Lead the training and providing of work direction and guidance to student workers; provide input concerning student performance as requested.

Review Security camera footage after incidents if applicable

Investigate and report instances of graffiti and vandalism.

Provide first aid and CPR services as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General investigative and law enforcement practices.

College campus, parking and traffic rules and regulations.

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.

Principles of training and providing work direction.

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

Lead and participate in the monitoring of parking lots, directing of traffic and enforcement of parking and traffic regulations.

Monitor and coordinate response to College Safety needs and issues.

Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities.

Train and provide work direction and guidance to assigned personnel.

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.

Operate a variety of standard Security and Safety equipment.

Determine appropriate action within clearly defined guidelines.

Observe health and safety regulations.

Work independently with little direction.

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 2 years of relevant training and experience to demonstrate the knowledge and abilities listed above. Lead experience preferred.

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 Campus Safety Officer Course (Education Code 72330.5 and 38001.5)

Completed Penal Code 832 Arrest course through an authorized POST agency

Completed FEMA Training NIMS/IS-100.HE and NIMS/IS 700

Completed Community Emergency Response Team Certification (CERT)

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