

Board Approved February 8, 2017
FLSA: NON-EXEMPT

PUBLIC SAFETY OFFICER II

DEFINITION

Under general supervision, maintains a safe environment for students, staff, and faculty by performing public safety work within the [College](#) campus, including patrolling and securing buildings, grounds, and other [College](#) property, enforcing campus rules and regulations, as well as, the State Vehicle and Penal Code, providing information, escort, and other assistance to students, staff, faculty, and campus visitors. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary. The [Police and Campus](#) Safety Department is a 24/7 operation.

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SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a [Police and Campus](#) Safety Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy [Chief, Police and Campus](#) Safety. May provide technical and functional direction to student workers or hourly workers, and to administrative support staff, as assigned.

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CLASS CHARACTERISTICS

This is the second level in the public safety class series that performs public safety work within the [College](#) campus, including patrolling and securing buildings, grounds, and other [College](#) property, enforcing campus rules and regulations and other duties as described below. Responsibilities require the use of tact, discretion, and independent judgment. This class is distinguished from Public Safety Officer I which is not required to have and maintain current training in the use of firearms and is not required to undergo psychological testing and specialized training as per Penal Code 832 and Education Code 72330.5. It is further distinguished from the Police Officer in that the latter has full peace officer authority throughout the state of California. The Public Safety Officer II may be authorized to use appropriate force as determined by law.

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EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Patrols the [College](#) campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.
2. Safely use authorized tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
3. Responds to a variety of public safety situations, both criminal and non-criminal. Assess and evaluate various medical emergencies according to established procedures; performs CPR/First Aid and operates an Automatic External Defibrillator (AED) as necessary; summons appropriate medical personnel.
4. ~~Performs campus public safety duties; verifies credentials of persons on campus and denies access when appropriate; escorts visitors from campus and other restricted areas; secures buildings, locks doors and gates; provides access control for after hour emergency repair person and staff not having keys; monitors and assists in controlling traffic and crowds as required; assess and respond to situations that may put public safety at risk.~~
5. Assists in maintaining positive relationships with students, parents, staff, faculty, and administrators; provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to [College](#) programs and services; responds to staff requests for assistance in the classroom and around campus; works to resolve conflicts, assists students, staff

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and faculty with locked keys or disabled vehicles; communicates with students and staff regarding ongoing crime related problems.

7. Conducts preliminary investigations, including evidence collection; obtains information regarding thefts, accidents, lost and found property, photographs pertinent aspects of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.
8. Picks up and transports currency from various sites and locations, as assigned, to and from the campus vault.
9. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary; enforces College and state laws, rules, and regulations including the Vehicle and Penal Code; issues citations as necessary.
10. Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired equipment.
11. Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- 12.
13. Properly raises and lowers the United States of America, State of California, and Mt. SAC flags around campus.
14. Safely captures stray animals on campus and notifies animal control.
15. Provides general administrative support with recordkeeping, basic level research, collection, and reporting of data to support certifications required in the department; assists in the Police and Campus Safety Office with dispatching, window traffic, and phone calls.
- 16.
17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, and methods of effective campus law enforcement and emergency response and evacuation.
2. Proper use of officer safety tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
3. Campus geography, maps, streets, landmarks, and driving directions.
4. Applicable federal, state, and local laws, regulatory codes, and procedures relevant to College public safety operations.
5. Safety practices and equipment related to the work.
6. Techniques of first aid and CPR.
7. Operating a motor vehicle in a safe manner under patrol conditions.
8. Record keeping and reporting methods, techniques, and procedures.
9. Hazardous materials and related abatement methods.
10. Modern office practices, methods, and computer equipment and applications related to work.
11. English usage, spelling, vocabulary, grammar, and punctuation.

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<#>Assists with securing buildings at the close of business.;
Opens buildings at the beginning of the day and as required on weekends and holidays.;provides access control for after hour emergency repairperson and staff not having keys.

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12. Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

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Skills & Abilities to:

1. Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
1. Properly use authorized tactics, equipment, and techniques including the appropriate use of force.
2. Obtain necessary information from individuals in stressful or emergency situations.
3. Assess and respond to situations that may put public safety at risk.
4. Analyze situations and identify possible problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
5. Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
6. Operate radio communication equipment.
7. Operate a patrol vehicle and patrol emergency equipment in a safe and effective manner.
8. Conduct investigations and interviews concerning crime, traffic, and related incidents.
9. Encourage adherence to safety standards.
10. Perform basic first aid and CPR procedures, including the operation of an Automatic External Defibrillator (AED).
11. Prepare clear, comprehensive, and concise reports and other information related to observed violations.
12. Work confidentially with discretion.
13. Understand scope of authority in making independent decisions.
14. Operate modern office equipment including computer equipment and specialized software applications programs.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and two (2) years of public safety, security, law enforcement, or related experience.

A P.O.S.T Basic Certification will qualify incumbents for an increased pay grade.

Preferred

Equivalent to an Associate's degree from a regionally accredited college in criminal justice, security management, law enforcement, or a related field.

Licenses, Certifications and Requirements:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Must pass a P.O.S.T. background investigation, which includes fingerprint and criminal history check of local, state, and national files; background investigation to ensure good moral character [per GC§1031(e)]; and medical and psychological suitability examinations [per GC§1031(f)].
3. Possession of, or ability to obtain, Penal Code 832 Laws of Arrest and Firearms Certificates.

4. Possession of, or ability to obtain, Pepper Spray certification.
5. Complete and pass a State certified Tactical Telescoping Baton course.
6. Possession of, or ability to obtain, College Security Officer Training certification, per Education Code Section 72330.5(b).
7. Possession of, or ability to obtain, American Red Cross First Aid and CPR certification.
8. Complete and pass an Automatic External Defibrillator course.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle to visit various [College](#) and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Incumbents in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials, and objects weighing up to 50 pounds.

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ENVIRONMENTAL ELEMENTS

[Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.](#)

Deleted: Incumbents work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.¶