

**Board Approved February 8, 2017  
FLSA: NON-EXEMPT**

**PUBLIC SAFETY OFFICER I**

**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.

Deleted: District

Deleted: District

Deleted: Public

**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.

Deleted: Public

Deleted: of Public

**CLASS CHARACTERISTICS**

This is the first 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 II which is required to have and maintain current training in the use of firearms and is required to undergo psychological testing and specialized training as per Penal Code 832 and Education Code 72330.5. The Public Safety Officer I is not authorized to carry firearms.

Deleted: District

Deleted: District

**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. 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.
3. 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 and faculty with locked keys or disabled vehicles; communicates with students and staff regarding on-going crime related problems.
- 4.
5. Responds to a variety of public safety situations such as traffic accidents, terrorist and bomb threats, workplace violence, stalking, assault, industrial accidents, and gang incidents.
6. Assists with and performs investigations, including evidence collection and searches at crime scenes; obtains information regarding thefts, accidents, lost and found property, photographs pertinent aspects

Deleted: District

Moved down [3]: <#>Monitors and assists in controlling traffic and crowds as required.¶

Deleted: <#>.M

Moved (insertion) [3]

Deleted: <#>¶

Deleted: <#>District

Deleted: Enforces College District and sState laws, rules, and regulations including the Vehicle and Penal Code; issues citations and escorts individuals from campus as necessary.

of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.

7. Assists with picking up and transporting currency from various sites and locations to the campus vault.
8. 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.
9. Assists and responds to various medical emergencies according to established procedures; performs CPR/First Aid and operates an Automatic External Defibrillator (AED) as necessary; summons appropriate medical personnel.
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. Properly raises and lowers the United States of America, State of California, and Mt. SAC flags around campus.
13. Safely captures stray animals on campus and notifies animal control.
14. 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.
15. 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.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. 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. Campus geography, maps, streets, landmarks, and driving directions.
3. Applicable federal, state, and local laws, regulatory codes, and procedures relevant to College public safety operations.
4. Safety practices and equipment related to the work.
5. Techniques of first aid and CPR.
6. Operating a motor vehicle in a safe manner under patrol conditions.
7. Record keeping and reporting methods, techniques, and procedures.
8. Hazardous materials and related abatement methods.
9. Modern office practices, methods, and computer equipment and applications related to work.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. 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.

**Deleted:** .

**Deleted:** and escorts individuals from campus

**Moved down [2]:** <#>Opens buildings at the beginning of the day and as required on weekends and holidays.¶

**Deleted:** <#>Assists in the Public Police and Campus Safety Office with dispatching, window traffic, and phone calls.¶

**Deleted:** <#>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.¶

**Moved (insertion) [2]**

**Deleted:** <#>¶

<#>Provides access control for after hour emergency repairperson and staff not having keys.¶

**Moved down [1]:** ; assists in the Police and Campus Safety Office with dispatching, window traffic, and phone calls.

**Moved (insertion) [1]**

**Deleted:** F

**Deleted:** S

**Deleted:** District

12. 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.

Deleted: District

#### **Skills & Abilities to:**

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

#### **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 (12<sup>th</sup>) grade and two (2) years of public safety, security, law enforcement, or related experience.

#### **Licenses, Certifications and Requirements:**

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Pepper Spray certification.
3. The incumbent may periodically be required to use a Tactical Telescoping Baton. If using a Tactical Telescoping Baton, employees must have the ability to complete and pass a Tactical Telescoping Baton course.
4. Possession of or ability to obtain College Security Officer Training certification.
5. Possession of or ability to obtain and maintain American Red Cross First Aid and CPR certification.
6. Complete and pass an Automatic External Defibrillator course.
7. Possession of or ability to obtain California Bureau of Security and Investigative Services Guard Card.

#### **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.

#### **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:** District

**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. ¶