

DISTRICT SAFETY OFFICER

CLASS SUMMARY

Under the general supervision and direction of the District Safety and Security, Supervisor (Lt.) performs duties related to maintenance of safety and security of District facilities and grounds, materials and equipment; insures the safety and protection of students, staff, and visitors; and does related work as required.

REPRESENTATIVE DUTIES

Guards the entire campus including satellite facilities, and protects the property by making rounds of inspection on foot and in vehicles; inspects and checks security of doors, windows and equipment; reports presence of unauthorized persons on grounds or in buildings; renders first aid as required; controls parking and directs traffic on District property; directs students and visitors and provides information; inspects facilities to identify fire hazards; takes immediate action to reduce danger and prevent possible damage when leaks or malfunctions in electrical, plumbing, heating or other equipment are detected; prepares written reports on accidents, fires, property damage, safety hazards, thefts, intrusions; writes citations; provides security for events; checks weekly calendar in order to assist in locking/unlocking doors; assists local sworn police officers in arresting violators of laws and ordinances; participates in crime prevention programs including presentations to students and staff; provides escort for students and staff as needed and for transporting money; operates two-way radios to communicate with base station and other officers; provides information and assistance to the public; performs safety inspections; attends in-service training programs; performs related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to the designated supervisor or to the Sergeant of the District Safety Department. May be assigned to work any shift including possible weekends, swing and graveyard shifts.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Graduation from high school (or G.E.D.) and sufficient training and experience to demonstrate the knowledge and abilities listed below.

DISTRICT SAFETY OFFICER (continued)**Knowledge and Abilities**

Knowledge of: First aid, CPR, chemical agents (mace) and baton; basic methods of plant protection; procedures and practices necessary to insure the safety of students, staff and public; location of utility controls and “shut-offs” in buildings; fuse amperage requirements; various types of fire extinguishers and their correct usage; pertinent provisions of ordinances and regulations of the County of Orange, the Education Code, and the Penal Code of California pertaining to the guarding and security of buildings of California and grounds and relating to theft and illegal entry of District property; hazards involved in security work.

Ability to: Patrol property effectively and detect and prevent damage, theft, and trespassing; make reasonable and quick decisions in emergency situations; write required reports clearly and concisely; work effectively with District/college personnel, students, the public and local fire and police officers; resolve problems or quickly contact the proper authority for assistance; communicate effectively, both orally and in writing; operate District vehicles and emergency equipment including fire extinguishers; learn District disaster Plan and explain procedures to others.

Required Licenses and Certifications: Possession of a valid and appropriate California Driver’s License with a driving record that meets minimum standards established by district’s insurance carrier; certification by an authorized agency the completion of a school security and laws of arrest course (SB1626/CAEdCode 72330.5) or PC 832.2 school peace officer course, and First Aid, and CPR. Certification in chemical agents and baton is optional, required only if carried while on duty. Must be physically fit, and pass written, oral and background testing.