

SENIOR DISTRICT SAFETY OFFICER
(ARMED)

CLASS SUMMARY

Under assigned supervision and direction of a Sergeant or Lieutenant performs duties related to maintenance of safety and security of District facilities, grounds, materials, and equipment; ensures the safety and protection of students, staff and visitors; performs related duties as assigned and required. Directs District Safety Officers on all shifts at district educational sites and periodically monitors activities without officer supervision.

REPRESENTATIVE DUTIES

Monitors district activities and provides security at all campus sites and satellite locations.. Directs the activities of District Safety Officers at those sites: collects logs, reports and incident reports; provides training and coordinates earthquake evacuation drills; develops coordinated security patrols of all evening sites, maintaining a comprehensive schedule to meet with instructors and students; Responds to radio and/or telephonic calls for routine and/or emergency assistant in both criminal and non-criminal matters. Deters and prevents unlawful behavior. Prepares incident and crime reports. Carries firearms and works under direct supervision of a Sergeant or Lieutenant. Prepares logs, reports and incident reports; Patrols 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 of events in order to assist in locking/unlocking doors; assists sworn police officers when requested to do so; participates in crime prevention programs, including presentations to students and staff; provides escorts for students and staff as needed for the transportation of monies; operates two-way radios to communicate with base station and other officers; provides general information and assistance to the public; performs safety inspection of all facilities; attends in-service training programs; performs other related duties as assigned.

Provides direction to assigned shifts, seeing that work is organized and completed with a minimum of errors. Responsible for activities, events and special orders occurring on the shift; proper condition and order of reports, logs, equipment and vehicles; assignment and direction of officers on shift; supervision or oversight of district security operations; contacts with law enforcement agencies (liaison) and participation in required departmental training and/or meetings.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class reports to the designated supervisor and direct District Safety Officers on any assigned shift. May be assigned to any shift, including weekends, swing and graveyard shifts. Works independently in the absence of supervision, making decisions in the best interests of the district. Activities will be monitored by the Chief, District Safety & Security on a periodic basis.

SENIOR DISTRICT SAFETY OFFICER cont'd
(ARMED)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience:

Graduation from high school (or G.E.D.) and completion of P.O.S.T. approved School Security or Campus Law Enforcement course, (S.B. 1626), or School Peace Officer course including necessary state and department mandated firearm courses (PC 832 Powers of arrest and search with Firearms component). Current certification in First Aid and CPR. Training in chemical agents, including pepper spray and baton (defensive impact weapon). Possession of a valid California Driver's License with a driving record that meets the standards established by the District.

Knowledge and Abilities:

Knowledge of: district policies and procedures; first aid, CPR, chemical agents (mace) and baton; basic methods of plant protection; procedures and practices necessary to ensure the safety of students, staff and the public; location of utility controls and "shut-off" valves in the buildings;; various types of fire extinguishers and their correct usage; pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the guarding and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to: act quickly and with good judgment; deal tactfully with others; patrol property effectively and detect and prevent damage, theft, and trespassing; make informed and timely decisions in emergency situations; write required reports clearly and concisely, work effectively with district 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 safely; utilize emergency equipment, including fire extinguishers; learn the district disaster plan and explain procedures to others;; serve as liaison with all local law enforcement and safety personnel (police, fire, marshals, deputies, parking control). Must be physically fit, and pass written, oral and psychological background testing.

Required Licenses and Certifications: Possession of a valid California Driver's License with a driving record that meets the minimum standards established by the District's insurance carrier; certification by an authorized agency the completion of a school security and laws of arrest course (SB 1626/CA Ed Code 72330.5) or PC 832.2 school peace officer course, state and department mandated firearm courses and First Aid, and CPR. Certification in chemical agents and baton are required only if carried while on duty. Must physically fit, and pass written, oral and background testing.