

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PUBLIC SAFETY OFFICER II

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain a safe environment for students, staff and faculty; enforce District rules and regulations; may engage in the protection of persons or property or unlawful taking of district property; secure buildings on the college campus property; provide information and assistance to students, staff, faculty and campus visitors.

REPRESENTATIVE DUTIES:

Patrol campus and enforce campus regulations; investigate incidents; issue parking citations and eject persons from campus according to Department policies and procedures. *E*

Secure buildings; lock doors and turn out lights; record monthly activity reports. *E*

Act as safety resource officer; investigate and report health and safety hazards; notify departments regarding defective equipment; notify authorized personnel regarding hazardous materials; perform audits of safety practices and procedures; encourage adherence to safety standards; perform follow-up investigations of reported hazards for compliance with recommended actions. *E*

Patrol parking lots, bicycle areas and campus interior to protect students, staff and faculty and prevent theft and vandalism. *E*

Maintain parking permits in dispensers and collect money from traffic permit dispensers of all parking lots; count and balance traffic permit money and place in office safe each night; make bank deposits or transfer money to the appropriate office as required. *E*

Supervise a shift of other Public Safety staff; may provide orientation to staff on Public Safety functions, as assigned.

Prepare a variety of incident reports including non-injury traffic accidents, interior losses, and harassment reports; appear and testify in court as needed. *E*

Escort students, staff and faculty to their vehicles as a safety precaution as requested; escort staff to safety after special events. *E*

Respond to emergency medical situations including illnesses, shock, seizures and bleeding; summon appropriate medical personnel. *E*

Evacuate classrooms and buildings in emergency situations as necessary including emergencies involving medical situations, hazardous materials and natural disasters. *E*

Prevent entry and investigate presence of unauthorized persons on grounds or in buildings. *E*

Answer questions and provide information to faculty, staff, students and the public; investigate

complaints; take action within policy guidelines to resolve complaints. *E*

Investigate and report fire hazards; extinguish small blazes; report fires to the fire department. *E*

Recognize hazardous material incidents; isolate, deny entry and notify appropriate authorities. *E*

Assist students, staff and faculty who have disabled vehicles.

Transport monies as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Vehicle Code, Penal Code, laws of arrest, search and seizure, education code, health and safety codes, municipal laws and codes, and campus regulations.

District policies and campus regulations and procedures.

Modern equipment and protective gear.

Procedures of crowd control and emergency evacuation.

Principles and practices of legal proceedings and legal testimony.

Principles and procedures of record keeping and report preparation.

ABILITY TO:

Learn and apply pertinent provisions of the State Penal Code, Vehicle Code and Education Code.

Operate a patrol vehicle and patrol equipment in a safe and effective manner.

Conduct investigations and interviews concerning traffic and internal incidents.

Patrol effectively.

Detect, prevent and report criminal activity.

Encourage adherence to safety standards.

Perform cardiopulmonary resuscitation and first aid.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience in a security setting requiring constant and responsible public contact. Additional specialized training in police science, public administration or a related field is desirable.

LICENSES AND OTHER REQUIREMENTS:

Proof of completion of School Security Course certification.

Possession of current Guard Card.

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, appropriate CPR and First Aid certificates.
Possession of, or ability to obtain, specialized certificates deemed appropriate by department.
Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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| <u>1</u> | a. | Ability to sit for extended periods of time. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to walk assigned patrol area. |
| <u>3</u> | d. | Ability to ascend and descend stairs. |
| <u>4</u> | e. | Ability to see for the purposes of reading printed matter, observing students, staff and the public, and operating a vehicle. |
| <u>3</u> | f. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | g. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | h. | Ability to bend and twist, kneel and stoop. |
| <u>1</u> | i. | Ability to lift <u>75</u> lbs. |
| <u>1</u> | j. | Ability to carry <u>75</u> lbs. |
| <u>2</u> | k. | Ability to reach in all directions. |
| <u>1</u> | l. | Ability to work in the elements (extreme temperatures). |

HAZARDS:

Contact with dissatisfied or abusive individuals.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.