

College of the Redwoods

Position Description

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| Position: Lead Campus Safety Officer | Position Number: |
| Department: Campus Safety | FSLA: Non-exempt |
| Reports to: | Salary Grade: 117 |

Summary

Coordinates services for the safety and security of the physical plant and equipment. Provides first response medical service in emergencies, first response fire protection and parking patrol. Coordinates with local law enforcement and fire protection services, and provides information and directions to the public.

Essential Duties and Responsibilities

- Assists in Scheduling of the Public Services staff, actively participating with service delivery such as assistance to students, the general public, and staff.
- Participates in reviews and analysis of traffic flow and parking patterns. Recommends regulations, rules, and times that optimize traffic flow and parking safety.
- Assists in designing of a schedule and routine for patrol of the campus and related facilities.
- Coordinates required observation of activities and preliminary investigation.
- Arranges for local assistance from law enforcement and fire protection agencies in response to incidents.
- Coordinates full-time and part-time staff members and students; assists with staff employee evaluations.
- Coordinates required staff training in fire suppression, first aid, handling and disposition of hazardous materials.
- Learns and implements individual disaster plans for various physical plant locations of the College.
- Oversees and performs inspections for health and safety of the students and staff at various College locations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a thorough knowledge of the methods and practices and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation and identification. Requires knowledge of the pertinent Federal, State, local and College laws and ordinances including applicable sections of the Calif. Penal code and Motor Vehicle code. Requires a basic understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence. Must have a working understanding of basic interviewing and interrogation techniques, safe driving practices, standard broadcasting procedures of a police radio system and crowd, vehicle and pedestrian control. Requires in-depth knowledge of the College layout and structures, and emergency services plans. Requires a working knowledge of College regulations pertaining to traffic, parking, and security. Requires highly developed human relations skills to resolve confrontation, stabilize incidents, defuse hostile situations and communicate with a variety of individuals and agencies.

▪ **Abilities**

Requires the ability to use independent judgment and perform all of the duties of the position effectively and efficiently. Requires the ability to coordinate staff and assist with performance evaluations. Must be able to utilize all of the tools and equipment of the position in a safe and responsible manner. Must be able to analyze situations quickly and objectively and determine and take effective action. Must be able to use appropriate defense measures to protect self or others in adverse situations. Must be able to maintain two-way radio communication with local police authorities, and College offices. Needs to be able to administer first aid in emergency situations. Communication skills require the ability to communicate effectively with young adults in a multi-ethnic setting and to interact both formally and informally with College staff, outside agency personnel and the general public.

▪ **Physical Abilities**

Requires the ability to meet standards of physical stature, endurance and agility established by the College. Requires ambulatory ability to walk and stand for extended periods of time. Requires sufficient hand-arm-eye and body coordination to physically suppress an adult. Requires visual acuity to observe changing environments and to recognize words and numbers. Requires auditory ability to carry on conversations and project voice in a noisy environment.

▪ **Education and Experience**

Requires an Associates Degree in a community justice program or completion of a state approved police academy and two years of experience in campus security or as a civil officer. Additional experience may substitute for education.

▪ **Licenses and Certificates**

A valid drivers license and an Emergency Medical Technician Certificate or the ability to obtain an Emergency Medical Technician certification within the first six months of employment.

