

**Public Safety Officer
Coast Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=120944>

Downloaded On: Jun. 24, 2019 5:24am

Posted Mar. 13, 2019, set to expire Jul. 13, 2019

Job Title Public Safety Officer

Department

Institution Coast Community College District
Costa Mesa, California

Date Posted Mar. 13, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Public Safety

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Job Description

Summary

Performs proactive security, intervention, law enforcement, and public information duties that provide a safe environment for students, staff, and the public while on District or campus properties. Protects students and property by carrying out proactive programs and public safety processes, enforcing education code and District policies, rules, and procedures.

Distinguishing Career Features

The Public Safety Officer the first of a two-level career ladder for college campus and event safety, student engagement, and security. Incumbents are fully competent to perform all of the duties of the position and have received supplemental training to provide service. Advancement to Senior Public Safety Officer requires at least 2 years of experience as a Public Safety Officer, advanced training and certifications, and the ability to work with students in peer-level medication, direct student activities, attend formal proceedings, organize and lead a team assigned to enhance safety, and security on campuses.

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Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- * Proactively monitors campus activity to ensure the safety and security of students, staff, and authorized visitors before, during, and after normal business hours. Maintains a high level of positive and professional visibility.
- * Enhances day-to-day customer relations by providing information and assistance to students, staff, and visitors in a way that establishes and maintains rapport with the student community.
- * Conveys college policy, rules, and expectations for student conduct. Answers questions from students regarding policies, procedures, and the role of the department.
- * Anticipates and intervenes in potential and actual incidents where students and or property may be at risk of harm or damaged.
- * Protects campus property and facilities by making inspections. Checks buildings for physical safety and security. Inspects and monitors the security of doors, windows and gates. Addresses unusual or suspicious activity.
- * Responds to complaints, incidents, and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm. Interviews victims, complaints, and witnesses.
- * Provides security at district and campus functions as required. Opens and closes buildings and rooms for meetings. Directs traffic and controls parking and safe movement of vehicles in parking areas.
- * Detects and reports fire hazards. Responds to fire and burglar alarms. May be expected to extinguish small blazes while calling in fires to the local Fire Department using established emergency communications protocols.
- * Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- * May work with staff in developing and implementing student activities and programs designed to reduce risk and enhance students' sense of safety.
- * Performs other duties as assigned that support the overall objective of the position.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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