

## CAMPUS SAFETY OFFICER

### San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=233188>

Downloaded On: May. 9, 2024 6:13am

Posted Mar. 20, 2024, set to expire May 22, 2024

**Job Title** CAMPUS SAFETY OFFICER  
**Department** Staff  
**Institution** San Jose/Evergreen Community College District  
San Jose, California

**Date Posted** Mar. 20, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Public Safety

**Apply Online Here** <https://apptrkr.com/5116117>

**Apply By Email**

**Job Description**

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## CAMPUS SAFETY OFFICER

**San Jose/Evergreen Community College District**

**Close/First Review Date:**04/07/2024

**Campus Location:** District-wide

**Position Description:**  
**POSITION SUMMARY**

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The Campus Safety Officer reports to the Lieutenant, to be assigned Districtwide. The work schedule is 12 months per year; 40 hours per week. This position is 12 months per year position; 40 hours per week. Work hours and schedule will vary as needed.

This position is represented by CSEA (California School Employees Association), Chapter 363.

### **POSITION PURPOSE**

Under general supervision of assigned police administrator, monitors and patrols District facilities, property and offices for purposes of controlling campus security, parking and other issues; responds to intrusion and fire alarms, as well as other requests for assistance; investigates and enforces District rules, regulations and legal infractions concerning the protection of persons and property; observes, reports and maintains the property and security of the college; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This classification performs journey-level patrol, response, and law enforcement duties in support of campus security operations. Incumbents in this classification assist police officers in calls.

### **KEY DUTIES AND RESPONSIBILITIES**

1. Patrol designated areas of the community college district to preserve law and order. Perform foot, bicycle and/or vehicular patrols to protect safety and control of the entire District.
2. Keep an accurate log of all incidents; prepare initial criminal reports where the likelihood of any confrontation is minimal, such as vandalism, theft, identity theft, and hit and run vehicle damage reports.
3. Coordinate and perform traffic control for the campus; direct traffic as needed; serve as officer in charge for non-injury traffic accidents.
4. Provide security for special events. Oversee the collection of and collect monies from special events and parking machines; assure correct count of funds.
5. Provide escort services to staff and students, as requested or necessitated; offer assistance and aid to any person in need of help.
6. Respond to fire alarm/security alarm and provide first response to non-acute first aid or health

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related situations. Contact other responders such as SJECCD Police Department, Health Services, or ambulance as needed.

7. Investigate and report presence of unauthorized persons on grounds or in buildings. Deal with disturbances according to department policy.
8. Check buildings and grounds regularly for security and safety including the District Office.
9. Lock and unlock buildings and offices as required; evacuate classrooms and buildings in emergency situations as necessary.
10. Operate a computer, two-way radio, bicycle, electric cart, patrol vehicle, traffic control equipment and other assigned equipment.
11. Make urgent calls to local law enforcement agency, fire department, or paramedics for back-up assistance when necessary.
12. Carry and use, when necessary non-lethal weapons including a baton, aerosol projector, and handcuffs.
13. Conduct building searches in accordance with predetermined plan during emergency conditions.
14. Perform other duties as assigned.

### **Knowledge of:**

1. Methods, practices, and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification.
2. Pertinent federal, state, local, and District laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code, business and professional code, and laws related to the area of responsibility .
3. Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
4. Methods of proper detention of persons and search of District facilities, campus areas or properties.
5. Understanding of and skills at applying basic interviewing and interrogation techniques.

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6. Methods, techniques and applications of self-defense.
7. Legal rights of citizens and students in particular.
8. Sufficient math skills to record distances, numbers, and times.
9. Principles and procedures of report writing and record keeping.
10. Good human relations skills to resolve confrontation, affect behavior of others, and convey a positive image of the organization.

**Skills and Ability to:**

1. Perform all of the duties of the position effectively and efficiently with minimal supervision.
2. Utilize all of the tools and equipment of the position in a safe and responsible manner.
3. Analyze situations quickly and objectively; effectively determine and take effective action.
4. Use appropriate defense measures to protect self or others in adverse situations.
5. Meet standards of physical stature, endurance and agility established by the District.
6. Maintain two-way radio communication with local police authorities, District central dispatch, and administrators.
7. Administer first aid in emergency situations.
8. Communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.
9. Operate District vehicles; walking, climbing stairs, occasional lifting or moving of heavy weight (50+ pound).

**Required Qualifications:**

**EDUCATION AND EXPERIENCE**

1. A U.S. high school diploma, GED certificate, or high school equivalency certificate.

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2. One year work experience in performing public or private security, military security, law enforcement or comparable services, or completion of basic POST training.

**License and Certificate:**

1. A valid California Drivers License.

**Special Requirements\*:**

1. Must pass a backgrounds investigation including reference checks and a state criminal history report, prior to the start of employment.

2. Must take a 40 hour "Laws of Arrest Class" (823PC) at an accredited institution within 90 days of employment.

3. Must take an 8 hour Baton/Pepper Spray class at an accredited institution prior to carrying such defense weapons.

4. Must take a CPR/First Aid and AED class to obtain certification and remain current throughout the duration of employment.

5. May be required to take a 40 hour POST Basic Bicycle Patrol Course to be allowed bicycle patrol duties.

\*All required training classes will be paid by employer and completed while on duty.

**Desired Qualifications:**

1. Bilingual abilities, desirable.

**Districts Diversity Requirements**

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

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### **Salary Range:**

\$65,777 - \$80,218 Annual Salary (Range 80: Classified Salary Schedule Fiscal Year 2023-2024).  
Starting placement is generally at Step 1.

### **Benefits:**

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

**To be considered for this position please visit our web site and apply on line at the following link:** <https://sjeccd.peopleadmin.com/>

### **About San Jose/Evergreen Community College District**

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

Staff

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