

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PUBLIC SAFETY OFFICER I

BASIC FUNCTION:

Under the direction of an assigned supervisor, patrol and guard the college campus to assure the safety and protection of persons, buildings, grounds, equipment and other property of the District.

REPRESENTATIVE DUTIES:

Patrol campus buildings and grounds on foot and by vehicle; guard property against fire, theft, vandalism and illegal entry; insure safety of parked vehicles; enforce parking rules and regulations; issue parking citations; inspect and check security of doors, windows and gates; turn lights on and/or off; secure chains in driveways. *E*

Investigate and report presence of unauthorized persons on grounds or in buildings; deal with disturbances according to department policy; observe and document details of occurrences; assist in the arrest of violators when necessary. *E*

Investigate unusual or potentially dangerous conditions; report detected leaks or malfunctions of electric, plumbing, heating or other equipment; notify appropriate persons regarding impaired equipment; take appropriate emergency action. *E*

Provide escort for faculty, staff and students as required. *E*

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

Submit routine reports of activities, including, but not limited to, incident and accident reports; issue parking citations and warnings; assist security officers as necessary. *E*

Transport monies as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of investigation, arrest, search and seizure.

Procedures of crowd control and emergency response.

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 an investigation according to District policy.

Analyze and respond to situations quickly and independently according to District policy.

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. 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, a valid CPR and First Aid certificates.
Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

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

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 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. |

- 2 k. Ability to reach in all directions.
- 1 l. Ability to work in the elements (extreme temperatures).

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.