



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Public Safety Captain

A Classified Supervisory Position (Exempt)
Grade 190E – Salary Schedule 35

A. General Statement

The Public Safety Captain performs work at the supervisory level involved in planning, implementing and evaluating safety and security policies and procedures for the College community and facilities. Under direction, the employee trains, supervises and evaluates the work of security officers and other staff, and manages College and District services related to directing traffic, enforcing parking regulations, event and crowd safety, securing College facilities and property, investigating complaints and incidents, and correcting hazardous situations as they arise. Public contact is extensive, and involves students, staff, outside law enforcement and other agency representatives, and the general public for the purpose of providing policy and procedural enforcement. A high degree of independent judgment and creativity is required to resolve both minor and major problems that arise. Consequences of errors in judgment can impact the safety of persons and the security of property, and can also result in loss of employee time. The Public Safety Captain can direct the work of public safety department staff, other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with College and District management and other staff regarding short- and long-range department plans and College security and safety goals
2. Serves as a technical resource for safety, emergency and security information with students, staff, law enforcement and court system representatives, other agencies and the general public
3. Maintains liaison with local law enforcement agencies regarding services and emergency responses for the College
4. Attends meetings, workshops, conferences and other activities to update skills and to obtain current regulations and other information
5. Appears as a witness in court proceedings as required
6. Participates in College, District and other groups to provide input on safety, emergency response, training, traffic and crowd control and a variety of other security issues
7. Trains, supervises, schedules and evaluates the work of staff and student assistants
8. Recommends changes to staffing levels as required
9. Sets up and monitors a department budget

10. Directs and participates in research, compiling data for, and preparation of statistical, demographic, financial and other reports as required
11. Develops plans for and supervises the patrol and security of buildings, classrooms and other facilities to prevent incidents of theft, vandalism and other activities that may cause safety hazards, injury or loss to students, staff, visitors and facilities; schedules officers to open and secure College facilities used for special activities and programs; drives a motor vehicle to inspect sites and facility security levels
12. Investigates and reports on incidents that arise
13. Observes and reports hazards; responds to emergencies by directing staff and contacting appropriate immediate response personnel
14. Directs the processing of parking and other citations; makes determinations in citation appeals
15. Directs and participates in research, compiling data for, and preparing training manuals, department policies, procedures, reports and other materials
16. Uses a variety of computer software to enter, modify and retrieve documentation, activity logs and other data, and to compose and prepare correspondence, bulletins, reports and other written materials
17. Approves the purchase of safety and other equipment and supplies
18. Performs other related duties as assigned

C. Requirements

1. Associate's degree in administration of justice or a closely related field
2. A POST-approved training course or equivalent
3. Successful work experience of increasing responsibility in law enforcement or security services that has included demonstrated knowledge of applicable security, law enforcement, and Penal Code regulations
4. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
5. Skill in training, supervising, and evaluating the work of others
6. Demonstrated skills in oral communication, including persuasive communication and giving clear, concise instructions
7. Demonstrated skill in written communication
8. Skill in the use of a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
9. Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) certificate
10. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This position requires standing, walking, giving chase (running); reaching, manual dexterity, stooping, pulling, pushing, climbing stairs and ladders of varying heights and driving a motor vehicle to off-site locations in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of California vehicle and Penal codes and other applicable local, state and federal regulations pertaining to safety and security of personnel and property
2. Knowledge of law enforcement and security service resources available in San Mateo County
3. Skill in directing and guiding the actions and movements of others to assure safety and security in emergency, crowd control or other situations that arise
4. Skill in oral communication, including skill in giving clear and concise instructions and directions
5. Skill in setting up and maintaining detailed and confidential computer and manual records
6. Skill in communicating respectfully, tactfully, diplomatically and sensitively with people who are diverse

in their age groups, cultures, language groups and abilities

7. Skill in using a variety of computer software to format and prepare correspondence, memoranda, reports, bulletins and other printed materials
8. Skill in written communication
9. Skill in First Aid and in Cardiopulmonary Resuscitation techniques and procedures
10. Skill in training, directing and evaluating the work of others
11. Ability to lead and to work cooperatively as part of a customer-service team
12. Attention to detail, ability to interpret and analyze complex data
13. Skill in conflict resolution and multi-tasking
14. Flexibility and quick decision-making to handle sudden changes in environment and surroundings

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