



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **PUBLIC SAFETY OFFICER**

A Classified Position

[Grade 27 – Salary Schedule 62](#)

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#### **A. General Statement**

The Public Safety Officer performs public safety work primarily related to assuring the safety and security of the District community and physical plant. Under general supervision, the employee patrols college and District Office grounds, parking lots, buildings and properties, directs traffic, enforces parking regulations, investigates complaints and minor incidents and corrects hazardous situations as they arise. Public contact is extensive and involves students, staff, law enforcement personnel and the general public for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to select appropriate responses to a variety of minor to major situations that may arise. Consequences of errors in judgment can be costly in public safety, property loss and employee time. A Public Safety Officer may lead the work of student assistants and other staff as assigned. Incumbents in this classification may be assigned to work shifts that are day, evening, nights and weekends.

#### **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 policy, procedural and directional information with students, staff, the general public and emergency services personnel
2. Gives directions and refers visitors and students to appropriate college offices
3. Contacts emergency services personnel as necessary
4. Attends training to obtain current information, policies, procedures and certifications related to public safety
5. Meets with department and college staff to plan security procedures for special and regular events
6. Provides court testimony as required
7. Patrols buildings, classrooms, restrooms, parking lots and all other District property to prevent and respond to theft, vandalism, loss of property, injury to staff, students, visitors and facilities
8. Secures doors and windows, controls alarm systems; reports operational hazards and systems failures
9. Monitors high security and storage areas in person and with the District's camera system
10. Directs traffic and enforces college parking regulations in order to maintain orderly traffic movement
11. Issues parking citations and respond to questions about parking
12. Serves as direct liaison with emergency services personnel in emergencies
13. Provides safety escorts for students, staff and visitors for safety and protection at all hours
14. Reports and documents incidents

15. Observes and reports hazards and maintenance needs to the appropriate departments
16. Uses a variety of databases and computer software to enter, modify, retrieve and track incident, hazard, statistical and other data, and to compose and prepare correspondence, surveys, memoranda, reports and other written materials
17. Trains and leads the work of student assistants and other staff as assigned
18. Performs other related duties as assigned

### C. Requirements

1. Graduation from high school and certificate of completion from the POST-certified Regular Basic Course (*664 hour minimum basic academy*).  
**Failure to submit Basic Course certificate of completion may result in automatic disqualification of application from consideration.**
2. Successful work experience in a security service or law enforcement agency (*California POST Professional Basic Certificate or equivalent highly desired*)
3. Demonstrated ability to communicate effectively, constructively and respectfully with people of diverse genders, cultures, language groups and abilities
4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students
5. Demonstrated skill in verbal and written communication
6. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, and other printed materials
7. Possession of a valid California Driver's License or the ability to obtain one
8. Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) Certificate or must be obtained during the probationary period of employment
9. Successful completion of Emergency Management Institute (EMI) IS-100, IS-200, IS-700, and IS-800 must be obtained during the probationary period of employment
10. Demonstrated skill in working as part of a customer service team

### D. Physical/Other Requirements

This classification requires data analysis and interpretation; visual acuity and comparison of scenarios to draw conclusions; standing and walking for long periods; manual dexterity; moderate to heavy lifting; work outdoors in varying climates; discretion, confidentiality, tact, sensitivity, respect for others; driving a motor vehicle; adaptability and flexibility; pushing and pulling; climbing steps of varying numbers; running to give chase; attention to details; and patience in order to perform the essential functions.

### E. Knowledge, Skills & Abilities

1. Knowledge of California vehicle and penal codes and applicable federal, state, and local laws, codes, regulations, and reporting requirements
2. Knowledge of common law enforcement/security procedures
3. Knowledge of college and District facilities and area layout
4. Knowledge of and skill in first aid and cardiopulmonary resuscitation procedures
5. Skill in respectful, tactful, and sensitive interaction with people who are diverse in their cultures, language groups and abilities
6. Skill in quick and appropriate lawful responses to crisis situations
7. Skill in working effectively as part of a customer service team
8. Skill in training and leading the work of others, including giving clear, concise, accurate and complete instructions
9. Ability to utilize appropriate command presence principles when communicating with others
10. Skill in effective written and oral communication
11. Skill in using a variety of computer software to compose and prepare reports, correspondence, and

other materials

12. Ability to utilize discretion and accurately interpret a wide variety of security and safety regulations and laws to resolve problems and prevent escalation

**F. Preferred Qualifications**

- Basic POST professional certificate
- Ability to speak other languages
- Associate's degree

(11/2016)