

**JOB TITLE:** Community Safety Officer  
**PAY GRADE:** CL 15  
**LAST REVISED:** July 2023

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned manager, performs duties related to the management, operation, activities, and services of the Community Safety Department; ensures the safety and security of the college community while adhering to the principles of diversity, equity, inclusion, and accessibility; performs safety and security functions, including active patrolling, response to incidents, and participating in the daily activities and operations of the District's safety and parking operations at all District locations and events; and performs duties relating to maintaining safety, enforcing established rules and regulations, and supporting persons in need of help.

In addition, and in accordance with Title 5, Section 59700, the Community Safety Officer "must adhere to principles of diversity, equity, and inclusion, and accessibility, and in particular advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm."

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Serves as an ambassador for department; receives radio and telephone calls; resolves complaints; provides materials, information, and promotes awareness about procedures for accessing Community Safety services and resources and District policies regarding security and safety; conveys telephone messages; refers callers to appropriate staff for further assistance, as needed; maintains confidentiality of sensitive or personal information.
2. Prepares and proofreads documents and forms, including general correspondence, agendas, and memoranda from drafts, recordings, or verbal instructions; prepares accident, injury, criminal, incident, traffic, and reports; disseminates information, as needed; inputs information into relational databases for use in mailings and call lists; maintains and generates reports from a database or integrated systems; maintains records, including keeping an accurate log of incidents.
3. Responds to reports of parking violations and issues citations, as needed; enforces parking regulations and laws on District property; regulates the parking and safe movement of vehicles in parking areas; conducts traffic control, as needed.
4. Conducts and assists in conducting investigations of violations of laws and District policies in a trauma-informed and equity-minded manner.
5. Provides safety escorts for students, District staff, or the public, as requested.
6. Responds to on-campus emergencies in role of First Responder; may provide basic first aid or CPR, as needed; observes and reports pertinent information to appropriate personnel and District staff.

7. Patrols campus to protect life and property; makes foot and vehicular or bicycle patrols of campus; checks buildings and grounds for proper security and safety; opens, closes, locks, and unlocks gates and doors; observes situations; takes immediate action to reduce danger and possible malfunction of equipment, buildings, property, or other safety hazards; remains alert for and reports fire hazards, fire, or smoke and extinguishes small blazes.
8. Responds to alarms, emergency and non-emergency calls, and suspicious activities; evaluates situations, pursues suspects, makes citizen arrests, requests assistance, and/or takes appropriate action as necessary while engaging in community-based policing principles and evidence-based policing practices.
9. Performs incident scene control and investigation in a trauma-informed and equitable manner; observes, collects, and preserves physical and oral evidence; communicates with supervisors and peers in a timely manner after responding to or handling an incident.
10. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
11. Checks parking and ticket dispensers and other equipment related to parking control; reports and corrects malfunctions and other deficiencies; collects parking dispenser monies; assists with correcting parking area deficiencies relating to striping or signage.
12. Transports or escorts cash transfers and makes deliveries as related to safety and security, as needed.
13. Develops and maintains effective and supportive professional relationships with District staff, students, peers, and the public.
14. Provides safety and security functions, including, but not limited to, access control, monitoring, and assistance; observes and reports activities; records concerning or suspicious activities; assists with monitoring or reviewing security camera systems and providing information, as needed; works special events or coverage details, as needed.
15. Participates in campus-wide meetings and events (not involving a safety/security response) to establish relationships and a rapport with the campus community.
16. Performs related duties that support the overall objective of the position.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles, practices, procedures, and terminology used in law enforcement, Title IX, and crime prevention, including community-based policing principles and evidence-based policing practices, theft and loss prevention, de-escalation techniques, restorative justice techniques, techniques used to support people during emergency and potentially hostile situations, self-defense and arrest techniques, and legal requirements pertaining to the use of force.
- Trauma-informed and equity-minded investigative techniques, methods, and materials.
- Federal, state, and local laws, codes, and regulations regarding campus safety and security, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Americans with Disabilities Act (ADA), Title IX, and the District's Disrupting Racial and Identity Profiling Action Plan.
- California Education and Safety Codes related to campus safety and security issues.
- Campus and other safety policies, procedures, and operations, including basic first aid and CPR.
- Effective traffic and parking control procedures and techniques.
- General safety precautions and emergency procedures, including common fire and safety hazards.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.
- Historical and systemic inequities and the effects and trauma on underrepresented and underserved populations.
- Principles, practices, and techniques of public relations and outreach.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading techniques.

**Ability to:**

- Patrol facilities and effectively detect, prevent, and report issues.
- Assess emergency situations and develop, implement, and direct appropriate response strategies within legal and procedural guidelines.
- Identify security and safety hazards and concerns.
- Observe and report health-related information.
- Provide basic first aid and CPR.
- Safely operate vehicles while observing legal and defensive driving practices.
- Use two-way radios and similar communication devices.
- Remain calm and control emotional responses during tense, stressful, and emergency situations.
- Effectively support diverse campus groups and individuals under routine and stressful conditions.
- Apply an equity-minded framework and ensure programs, services, and processes are designed and delivered to meet the varying needs of all constituents.
- Interact and work effectively with a diverse population utilizing interpersonal and intercultural skills.
- Exercise 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.
- Participate in ongoing equity-related trainings, including, but not limited to, community policing, de-escalation, anti-bias, cultural responsibility, and conflict avoidance.
- Demonstrate a commitment to patrolling and supporting the campus community with a guardian mindset.
- Demonstrate a commitment to diversity, equity, and inclusion principles.
- Maintain confidentiality of information.
- Properly handle difficult, sensitive, and confidential situations and materials.
- Write and assist in the composition, review, revision, and finalization of reports, including drafting, editing, and proofreading documents containing text, data, and graphics.
- Maintain current, accurate, and confidential records and files.
- Plan and organize work to meet changing priorities and deadlines.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary workers.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that would likely provide the required qualifications for the position. A typical way to obtain the knowledge and abilities would be:*

**Education/Training**

- Equivalent to the completion of the twelfth grade or General Educational Development (GED).  
*Preferred:* applicants with a degree in modern policing from a California Community College (see Title 5, Section 59700).

**Experience**

- Two years of general safety and/or security experience preferably involving extensive public contact.

**License/Certificate** - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License with acceptable driving record.
- Valid Guard Card.
- Appropriate School Security Guard Training and Certification (SB 1626).
- CPR, First Aid, and AED certification.
- Hazardous Materials Awareness Certificate.
- Community College specific POST training.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a dynamic environment that is spent actively patrolling mostly by foot and occasional vehicles, including, but not limited to, vehicles and bicycles. The environment may change rapidly from a standard operation to an emergency environment with travel from site to site, exposure to all types of weather and temperature conditions, and potentially hostile environments.

**Physical:** Primary functions require sufficient physical ability and mobility to change work locations rapidly; to work in field setting or travel to off-site setting; to stand or walk for prolonged periods of time; to frequently walk, run, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Other:** The District shall not hire an individual with sustained findings related to moral turpitude, harassment, discrimination, retaliation, abuse of authority or power, or excessive use of force. The District shall review records related to current and prior employment to the full extent authorized by law.

Board Approved: TBD