

MONTEREY PENINSULA COLLEGE

CAMPUS SECURITY OFFICER

JOB SUMMARY

Under general supervision, maintain safe conditions for students, employees and the public; patrol and guard district properties, buildings and grounds respond to requests for assistance; complete incident reports; and perform other related work as required.

EXAMPLES OF FUNCTIONS

Essential Functions

Patrol and provide security for district properties, buildings and grounds; ensure the security and safety of property and persons; patrol on foot as well as by vehicle.

Receive calls and requests for services; respond to requests for assistance from dispatcher and others; provide escort services as requested.

Observe and identify unusual, suspicious or dangerous circumstances; recognize safety violations; report unsafe conditions to appropriate supervisor.

Enforce campus traffic and parking regulations; issue citations for parking violations; perform routine maintenance of parking permit machines; assist in collection of parking revenue; issue parking permits as required; assist in traffic and crowd control for campus events and activities;

Ensure that doors and gates are locked after the close of the day's activities; arm and disarm security alarms; lock and unlock buildings and facilities; identify malfunctioning locks and take appropriate action. Raise and lower flag daily.

Prepare incident reports, log calls received and maintain other record keeping as required. Investigate complaints and incidents according to established procedures.

Establish and maintain a uniformed presence and cooperative working relationships with faculty, staff, students and others from diverse backgrounds contacted in the performance of duties.

Communicate and cooperate with representatives of local law enforcement and fire agencies; assist with campus emergency situations; provide first aid or CPR as required.

Perform routine maintenance on carts, vehicles and other safety equipment.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience, which would indicate possession of the required knowledge and abilities listed herein. For example, completion of high school or equivalent and two years of recent experience in a security related position.

Knowledge

Knowledge of: Basic law enforcement and security principles and practices; traffic and parking rules and regulations; legal rights of citizens in general and students in particular; methods of record keeping and report writing practices.

Abilities

Ability to: learn traffic control methods; law enforcement methods; learn and utilize crowd control methods; prepare simple reports and keep records; analyze situations accurately and adopt effective courses of action; learn, interpret and apply a variety of complex Federal, State and District laws, regulations, policies, procedures; recognize scope of authority; establish and maintain effective work relationships with those contacted in the performance of required duties; work effectively under stressful situations; demonstrate an understanding of, sensitivity to and appreciation for all individuals from diverse backgrounds.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate weight parcels up to 50 pounds; frequent full body exertion. Indoor or outdoor work environment; exposure to environmental extremes.

LICENSES AND CERTIFICATES

Possess or be eligible to obtain a School Security Officer Certification SB 1626 within six months of employment. Hold or obtain a valid First Aid and adult CPR with AED training Certificate within six months of employment. Maintain certification currency. Possess a valid Class C California driver's license and evidence of appropriate automobile insurance based on DMV regulations. Must be insurable by the college's insurance carrier while employed in this classification.