

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAMPUS COMMUNITY SERVICE OFFICER (Non-Sworn)

C117.100

BASIC FUNCTION: Under direction of the Chief of Campus Police, performs a variety of duties and responsibilities related to providing protection of life and property on campus; responds to non-criminal calls for service and initiates pro-active parking enforcement. Performs other duties as assigned.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by 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 class. The essential duties of the class are indicated with an asterisk *)*

- *1. Patrols campus to protect life and property.
- *2. Inspects and physically checks the security of doors, windows and gates.
- *3. Assists sworn personnel in conducting the investigation of violations of laws and District policies.
- *4. Prepares initial criminal reports (cold) where the likelihood of any confrontation is minimal. i.e., vandalism, theft, identity theft, and hit and run vehicle damage reports.
- *5. Remains alert and reports fire hazards, extinguishes small blazes and reports fires to fire department.
- *6. Takes immediate action to reduce danger and possible malfunctions of District equipment.
- *7. Enforces parking laws on District property; controls the parking and safe movement of vehicles in parking areas; assists persons with battery jumps and car lockouts; issues parking citations as appropriate.
- *8. Provides escort services to staff and students, as requested or necessitated.
- *9. Responds to District emergencies in role of First Responder and may provide basic First Aid/CPR as necessary.
- *10. Assists outside agencies including the Sheriff, Fire and California Highway Patrol as requested and/or required.
11. Provides information to the general public while visiting District premises.
12. Provides security for special events.
13. May serve on a variety of District committees as requested.
14. May provide trainings to District employees and students as requested or necessitated.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION/EXPERIENCE:**

- Graduation from high school, G.E.D. or the equivalent*; **AND**
- Three hundred and twenty (320) hours of paid experience in a uniformed public safety position(s) by a law enforcement agency or a school security department. The 320 hours must include public contact, parking enforcement and report writing.

* High School education equivalency equals four (4) years of full-time paid work experience.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

(All Certificates, once obtained, must be maintained throughout duration of employment with the District.)

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Hold and maintain a valid First Aid/CPR Certificate.

(At completion of the recruitment process, the successful applicant must successfully obtain a First Aid/CPR Certificate within six (6) months of hire.)

- Hold a valid PC 832 Certificate.

(At completion of the recruitment process, the successful applicant must successfully obtain a PC 832 Certificate within one (1) year of hire.)

- Hold a valid Security Officers' Training Certificate as required by California Ed. Code 72330.5.

(At completion of the recruitment process, the successful applicant must successfully obtain Ed. Code 72330.5 Certificate within (6) months of hire.)

NOTE: A background check will be performed prior to hire. The following may preclude employment in this position:

- Being the restrained party in a current restraining order;
- Any felony convictions;
- Any misdemeanor convictions within the previous ten (10) years.

DESIRED QUALIFICATIONS:

- Experience working in a uniformed position within a Community College or University.
- One (1) year of experience closely related to the duties and responsibilities of this class.
- An Associate's Degree in Administration of Justice or Law Enforcement.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: the policies, procedures, rules and regulations of the District and those affecting departmental activities; basics of Penal/vehicle Code and other related codes; effective patrolling of facilities; hazardous materials and the proper protective equipment and gear required; computer systems and software applications, including word and excel; proper radio communication etiquette.

Ability to: effectively implement the policies, procedures and rules and regulations of the District; effectively enforce proper patrolling techniques; effectively detect and prevent problems; prepare accurate, clear and comprehensive reports; make quick decisions in emergency situations; remember names, faces and details of incidents; properly handle fire extinguisher equipment; provide aid and directions; read and write at the level necessary for successful job performance; make mathematical calculations quickly and accurately; utilize keyboarding skills commensurate with the required functions for this position; operate computers and related equipment; demonstrate and perform proper usage of radio systems; follow oral and written directions accurately; establish and maintain cooperative relationships with those contacted during the course of work; communicate clearly, both orally and in writing; work with diverse populations; work with employees, students and the general public in a helpful, courteous, friendly and firm manner.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable – no assigned permanent staff. May provide work direction to student employees.

PHYSICAL EFFORT AND REQUIREMENTS:

Operate District vehicles; walking, climbing stairs, occasional lifting or moving of heavy weight (50+ pounds), etc.

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.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Law enforcement environment, subject to adverse weather conditions, hazardous materials, etc. Work schedule may include nights, weekends and holidays, as requested and/or required.

NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.