

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: COMMUNITY SERVICE OFFICER, SENIOR (NON-SWORN)**

**C217.100**

**BASIC FUNCTION:** Under the general direction of the Butte-Glenn Community College District Chief of Police performs a variety of duties and responsibilities related to providing protection of life and property on and near District property; responds to non-criminal calls for service and initiating pro-active parking enforcement. Gathers, compiles, and reports crime statistics in accordance with the Clery Act and California Education Code; develops, maintains, updates, and coordinates the District's Police Department records systems; maintains and distributes records in accordance with the Public Records Act;

The Butte College Police Department is dedicated to the people, traditions, and diversity of the District. In order to protect life and property, prevent crime and reduce the fear of crime, we will provide service with understanding, response with compassion, performance with integrity, and law enforcement with vision.

**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. Gathers and compiles information and data related to criminal activities and events that occurred on District property or involving students and/or staff.
- \*2. Prepares reports of arrests made on District sites; classifies, updates, and maintains daily crime logs of reported crimes occurring on District sites in compliance with the Clery Act.
- \*3. Work with Chief of Police to communicate emergency notifications of significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees on campus.
- \*4. Patrols campus by foot, vehicle, or other specialized motor vehicle to protect life and property; ensures District regulations, county and state laws are enforced; inspects and checks the security of doors, windows, and gates.
- \*5. Receives, reviews, and responds to requests for information as it pertains to the area of assignment.
- \*6. Performs specific record keeping duties such as sealing, expunging, and purging of confidential records based on applicable laws; follows procedures to ensure records are maintained, updated, and compliant with the local, state, and District rules, regulations, policies, and procedures; purges and destroys documents and records in accordance with California Government Code 68152 and 11357; maintains the Penal Code 290 PC sex offender registrant binder.
- \*7. Conducts records checks for outside agencies regarding Concealed Carry Weapon (CCW) permits and employment/backgrounds.
- \*8. Receives and reviews police reports submitted by Police Officers and personnel (sworn and non-sworn) to ensure accuracy of classification, property listing, dates, and status; follows up with officers and/or supervisors for clarification, when needed.
- \*9. Enters and extracts data for a variety of reports using complex systems and databases; files police records including but not limited to crime reports, citations, traffic collisions, and other materials and records.
- \*10. Prepare non-criminal, incident, traffic, and accident and/or injury reports.
- \*11. Interprets and applies laws regulating the control, retention, and release of criminal records.
- \*12. Takes immediate action to reduce danger; remains alert for and reports a variety of hazards on and around the District/college sites.

- \*13. Responds to emergencies on District sites in the role of a First Responder; may provide life-saving efforts such as first aid, cardiopulmonary resuscitation (CPR), or use of Automated External Defibrillator (AED).
- \*14. Responds to reports of parking violations and issues citations, as required; enforces parking laws on District property, controls parking and safe movement of vehicles in parking areas; assists students and staff with car battery issues; such as jumps and lockouts; provides escort to staff and students as necessary or requested.
15. May train Police Department staff on record keeping and maintenance.
16. Performs other duties that support the overall objective of the position.
17. May serve on a variety of District committees as requested.
18. May perform 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.

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

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

- **P.O.S.T. Records Supervisor Certificate**
- Hold and maintain a valid driver's license throughout duration of employment with the District.
- At completion of the recruitment process, the successful applicant must successfully obtain the following certificates within six (6) months of hire:
  - Valid First Aid/CPR Certificate
  - 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 within one (1) year of hire:
  - Valid PC 832 Certificate

**CONDITIONS OF EMPLOYMENT**

- Must pass a pre-employment criminal background check.
- Candidates must successfully complete a pre-employment questionnaire, drug testing, physical examination, fingerprint investigation, and motor vehicle screening.
- Be free of any felony conviction and certain misdemeanor convictions based on California Education Code.

**DESIRED QUALIFICATIONS:**

- Trainings related to student safety in an educational environment.

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

**Knowledge of:** public safety protocols and best practices as a First Responder; applicable Board of Trustees administrative policies and procedures, basics of Penal/Vehicle Code and other related codes; public safety classification codes and law enforcement terminology; automated records management systems and alternative database/record keeping systems; Clery Act requirements related to criminal records, logbooks, statistics, reporting and submission requirements; the preparation and submission of reports distributed to law enforcement and the District; the processing of information through the criminal justice system; District policy and procedures and local geography; provisions of various California codes and laws.

**Ability to:** enforce and apply all laws, rules, and regulations; read, understand, and interpret standard official legal documents; work independently, and as a member of a team; communicate effectively with people of diverse backgrounds and representatives of other agencies in person, by email and over the telephone; exercise independent and immediate judgement and discretion in analyzing and resolving problems; read, correct, and prepare clear and concise reports; operate a variety of complex computer software and programs; operate a vehicle in a safe manner; work effectively under stress in emergency situations; remain calm in emergency situations; convey and follow clear and concise communications and directions.

### **RELATIONSHIPS WITH OTHERS**

The incumbents in this class are in daily contact with District faculty, staff, administrators, students, vendors, and the public, as needed.

### **SUPERVISION EXERCISED and RECEIVED**

The incumbents in this class may provide work direction to student workers, and/or short term, temporary employees. The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

### **PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

The incumbent in this class is subject to physical activities in alignment with normal law enforcement patrol, first aid, CPR, detention, and arrest. While performing the duties of this classification the incumbent will participate in physical activity such as lifting, carrying or dragging heavy objects, climbing or jumping over obstacles, running reasonable distances. The incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

### **WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

The incumbent will be exposed to dissatisfied or abusive individuals including possible confrontations, fights, and use of weapons. Incumbents will work in a law enforcement environment, subject to adverse weather conditions and hazardous materials; work schedule will include nights, weekends and holidays. Typical work schedule will be 40 hours per week, Monday through Friday or Monday through Thursday. Overtime for weekend special events or athletic events may be required. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. College Police employees work under exposure to injury resulting from, physical and verbal abuse; and adverse weather conditions. Work with people under physical and/or emotional stress.

Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Must wear uniform and equipment including but not limited to: utility belt, flashlight, and handcuffs. Perform duties while sitting, standing, walking or running intermittently throughout shift; climb fences, stairs, barricades, ladders or traverse uneven terrain; repeatedly kneel, bend, or stoop; intermittently push, pull, and use force to move objects; constantly reach, handle, or grasp various objects.

**Butte Glenn Community College District (BCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, transgender, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

**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.