

**TITLE: Community Safety Officer**

**CLASSIFICATION: Classified**

**SALARY GRADE: C08**

**SCOPE OF POSITION:**

Under general supervision, assists the public, students, faculty, staff, and District Police personnel by performing activities related to law enforcement functions. Performs non-sworn field duties and office customer service including fingerprinting, parking enforcement and traffic control, collecting funds, patrolling campuses and surrounding areas, and serving as a first responder. Secures and/or unlocks buildings and facilities.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Assists the public, students, staff, and faculty by patrolling district properties and surrounding areas. Provides a visible and accessible presence for campus safety. Assists District Police Officers and other law enforcement.
2. Identifies, observes, and reports violations of local, state and federal law. Conducts initial investigation into non-violent crimes and documents investigation findings. Enforces parking regulations, issues parking citations, and initiates DMV placard investigations.
3. Responds to incidents such as fire, medical emergency, security threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents. Provides escorts and protects evidence or scene of incident in the event of accidents, emergencies, or security investigations.
4. Secures and/or unlocks buildings and facilities.
5. Collects and tracks parking machine revenue. Maintains records and inventory of supplies and equipment, and performs minor repairs of parking meters and machines.
6. Provides front counter service. Processes fingerprints.
7. Operates handheld electronic citation device and printer, handheld radio, and dispatch console.
8. Assists with delivering evidence according to standards and serves as a liaison to other agencies. Enters and maintains incident reports.
9. Provides support for special events. Coordinates with other personnel to provide crowd and traffic control.
10. Provides information to external agencies such as the District Attorney's Office, Department of Justice, and other police agencies. Testifies in court when required concerning actions, observations, collection processing, and chain of custody of evidence.

**KNOWLEDGE OF:**

1. Parking enforcement and traffic control.
2. Site security and patrol techniques.

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**KNOWLEDGE OF – Continued**

3. Crime prevention and safety techniques.
4. Criminal codes, dispatch radio codes and procedures.
5. Automated records management systems.
6. Emergency preparedness and response plans.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

**ABILITY TO:**

1. Read, understand, and interpret official legal documents.
2. Prepare, review, and revise clear and concise reports.
3. Perform basic mechanical repairs.
4. Work effectively in high stress and/or emergencies.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

High school diploma or GED required.

**EXPERIENCE:**

1+ year of related experience in security work, parking and traffic control, radio communications or public relations in a public safety setting.

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**OTHER REQUIREMENTS:**

- Ability to obtain current First Aid/CPR certification.
- Must satisfactorily complete the Department of Justice (DOJ) California Justice Information Systems (CJIS) certification for the California Law Enforcement Telecommunications System (CLETS) within 2 months of hire.
- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform full range of motion activities, such as, but not limited to, walking, standing, lifting (up to 50 lbs. unassisted), or climbing while performing duties.
- Required to work under inclement weather conditions.
- Regular exposure to situations which may be dangerous or life threatening, including high traffic environments.
- Must be able to work safely in an environment requiring exposure to biological conditions that may be unhealthful or hazardous.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*