

**INTERMEDIATE DISTRICT SAFETY OFFICER
(Corporal)**

CLASS SUMMARY

Under the general supervision and direction of the District Safety and Security, Supervisor (Lt.) performs duties related to maintenance of safety and security of district facilities and grounds, materials, and equipment; ensures the safety and protection of students, staff, faculty, and visitors; performs other related duties as assigned; coordinates and monitors the work of District Safety Officers assigned to any shift within the district; provides input on performance of these officers to the Director of Campus Safety/Security.

REPRESENTATIVE DUTIES

Guards the entire campus, including satellite facilities; protects property by making rounds of inspection on foot and in vehicles; inspects and checks security of doors, windows, and equipment; reports presence of unauthorized persons on grounds or in buildings; renders first aid and CPR as required; controls parking and directs traffic on district property; directs students and visitors and provides information; inspects facilities to identify fire hazards; inspect fire extinguishers; takes immediate action to reduce danger and prevent possible damage when leaks or malfunctions in electrical, plumbing, heating, or other equipment are detected; prepares written reports on accidents, fires property damage, safety hazards, thefts, intrusions; writes citations; provides security for special events; checks weekly calendar of events in order to assist in locking/unlocking doors; assists local police officers in enforcing laws and ordinances when requested; participates in crime prevention programs, including presentations to students and staff; provides escorts for students and staff as needed; transports district monies; operates two-way radios to communicate with base station and other officers; provides information and assistance to the public; performs periodic safety inspections; attends in-service training programs; coordinates evacuation procedures and drills at all district campuses on the assigned shift; conducts training programs for district Custodians and District Safety Officers in emergency procedures; develops and utilizes crowd control procedures; serves as first responder to hazardous materials incidents; coordinates lost and found program during assigned shift; employs motorist assistance program for personnel experiencing car problems.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to the designated supervisor or to the Senior District Safety Officer. Will be assigned to work any shift. Monitors performance and work of District Safety Officers.

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DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Graduation from high school (or G.E.D.). Sufficient training and experience (5 years) in a security-related field to demonstrate the knowledge and abilities listed below.

Knowledge and Abilities

Knowledge of: district policies and procedures; first aid and CPR; mace and baton applications; basic methods of plant protection; procedures and practices necessary to ensure the safety of students, staff, and the public; location of utility controls and shut-off valves in campus buildings; fuse amperage requirements; various types of fire extinguishers and their applications; pertinent provisions of local ordinances and regulations of the County of Orange, the Education Code, and the Penal Code of California; laws relating to the guarding and security of buildings and grounds relating to theft and illegal entry into district property; hazards involved in security work and their mitigation; first responder responsibilities regarding hazardous materials incidents.

Ability to: plan, coordinate, and evaluate the work of others; act quickly and with good judgment; deal tactfully with others; patrol property effectively and detect and prevent damage, theft, and trespassing; make informed and timely decisions in emergency situations; write required reports clearly and concisely; work effectively with district personnel, students, the public, and local fire and police officers; resolve problems or quickly contact the proper authority for assistance; communicate effectively, both orally and in writing; operate district vehicles safely; utilize emergency equipment, including fire extinguishers; learn the district disaster plan and explain procedures to others; effectively train other District Safety Officers in security-related areas; conduct monthly safety inspections of district facilities; serve a liaison with all local law enforcement and safety personnel on any shift; coordinate and direct the work of District Safety Officers; assume command responsibilities during campus emergencies.

Required Licenses and Certifications: possession of a valid California Driver's License with a driving record that meets the minimum standards established by the district's insurance carrier; certification by an authorized agency the completion of a school security and laws of arrest course (SB 1626/CAEdCode 72330.5) or PC 832.2 school peace officer course, and First Aid, and CPR. Certification in chemical agents and baton is optional, required only if carried while on duty. Must be physically fit, and pass written, oral and background testing.