DEFINITION

Under the direction of the Police Sergeant, patrols campus grounds, facilities, parking lots and adjacent areas of off-site locations by vehicle or on foot to protect property and control traffic.

DISTINGUISHING CHARACTERISTICS

This is a uniformed, non-sworn position that will assume some of the duties of the terminal Security Officer II (SOII) position. Campus Guards (CG’s) will be armed and will wear a distinctive uniform. Their duties will be primarily limited to providing physical plant security during the graveyard hours. This would include monitoring of security systems at the campuses as well as from a central remote location. Incidental to the monitoring of security systems, CG’s could, on occasion, be required to answer phones in the Dispatch Center. Infrequently, their duties will also include traffic control during special events and peak traffic congestion times during the academic semester.

Their duties will not include the wider range of responsibilities, e.g. taking of reports, parking enforcement, investigation of traffic accidents and minor crimes, etc. of the SOII position. Their duties will also not include the wide range of parking regulatory duties of the College Service Officer (CSO) and the many other duties of the CSO related to the taking of reports, dealing with the public, involvement in crime prevention programs and related activities, etc.

EXAMPLE OF DUTIES

1. Patrol campus parking lots, grounds and facilities, adjacent areas and off-site locations on foot and in vehicles.
2. Inspect buildings for forced entry and fire. Ensure classrooms and buildings are secure after hours or normal facility use. Secure buildings when needed.
3. Respond to alarm calls. Reset alarms. When needed, request assistance from an on-duty College Police Officer and/or San Diego Police Department.
4. Contact suspicious persons and determine their business on District property, requesting assistance as necessary.
5. Report via radio to the dispatch center any unlawful or unauthorized activity occurring in assigned areas.
6. Direct traffic and ensure its proper control.
7. Report to supervisor on parking lot conditions, missing signs, or unsafe conditions on roadways and in parking lots.
8. Protect crime scenes pending the arrival of a Police Officer.
9. Report unauthorized and/or unattended vehicles on campus.
10. Prepare and submit daily activity logs to supervisor.
11. Provide necessary assistance to District police officers and officers of local police agencies.
12. Administer basic first aid assistance.
13. Note and report safety hazards found on patrol.
14. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge:**
- District alarm systems and ability to access, silence and activate these systems.
- District and campus rules and regulations regarding parking, safety and conduct.
- Health and safety regulations.
- Legal and policy restrictions and guidelines related to use of force.
- Oral and written communication skills.
- Proper use of firearms.
- Proper use of police radio systems.
- Techniques of building and grounds security.
- Techniques of self defense.
- Traffic laws and vehicle control procedures.
- Vehicle control procedures.

**Skills and Abilities:**
- Ability to observe and recall details and incidents.
- Analyze situations accurately and respond quickly, safely and effectively.
- Communicate effectively both orally and in writing.
- Enforce pertinent parking laws, rules and regulations with tact, firmness and diplomacy.
- Establish and maintain effective working relationships with others.
- Interview witnesses and drivers.
- Organize and write clear and concise reports of factual occurrences.
- Understand and follow oral and written directions.
- Use security monitoring systems.

**Training and Experience:**
- Any combination of training and experience in security and/or traffic control.

**License:**
- Valid California driver’s license.
- Exposed Firearms Permit issued by the State of California
- Guard Registration Permit issued by the State of California

**Special Requirements:**
1. Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
2. Be fingerprinted for purposes of search of local, state and national fingerprint files to disclose any criminal record.
3. Be of good moral character, as determined by a thorough background investigation.
4. Successful completion of a medical examination and psychological testing in order to be found free from any physical, emotional, or mental condition which might adversely affect the ability to perform their duties.
5. Possess a basic First Aid and CPR certificate within the probationary period.

WORKING CONDITIONS

CG’s will be issued, and required to carry, OC (pepper) spray.
CG’s will be assigned a bullet resistant vest and will be required to wear it at all times.
CG’s will be issued batons and a firearm, and will be required to carry them subject to Department Policy.