

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Security Officer II

Unit: Police

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Job Code: H1358
Original Date: 08/1983
Last Revision: 08/1983
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 32

DEFINITION

Under the direction of the Security Supervisor, provide leadership in patrolling of campus grounds, facilities, parking lots and adjacent areas of off-site locations by vehicles or on foot to protect persons and property; control traffic and issue parking citations; train new officers; provide work direction and guidance to student aides and hourly security personnel.

DISTINGUISHING CHARACTERISTICS

The Security Officer II class differs from the Security Officer I in that incumbents operate with a greater degree of independence, encountering a wider range of situations requiring tact, diplomacy and a broader knowledge of police methods, techniques and procedures. Security Officers II are assigned to positions of leadership, responsible for training Security Officers, may be acting supervisor in the absence of Security Supervisor, and may be assigned primary responsibility for providing work direction and guidance to temporary, hourly Security Officers and investigation assignments. Patrol assignments for a Security Officer II are more likely to be in areas requiring an experience officer.

EXAMPLE OF DUTIES

1. Patrol campus parking lots, grounds and facilities, adjacent areas and off-site locations on foot and in vehicles; conduct meter and permit checks issue parking citations; investigate traffic accidents and other crimes such as vandalism, theft, assault, battery, illegal drug use, etc.
2. Issue parking citations and warnings, as appropriate for violation of parking rules and regulations; prepare reports for non-injury traffic accidents and minor non-traffic injuries.
3. Monitor a variety of issued parking permits to verify that permits are current and valid. Report the illegal use of or stolen permits to supervisor.
4. Assist college police in traffic control and in locating abandoned vehicles.
5. Direct traffic and ensure it's proper control; place barricades and stand-by to control parking usage at designated locations and for special events.
6. Report to supervisor on parking lot conditions, missing signs, malfunctioning parking meters or other unsafe conditions on roadways and in parking lots.
7. Administer first aid and CPR as needed.
8. Testify in court concerning issued citations.
9. Prepare and submit daily activity report to supervisor.
10. Report, via radio, to the dispatch center any unlawful or unauthorized activity occurring in assigned areas.
11. Assist students and faculty with minor vehicle problems including lock outs and battery jumps.

12. Provide information and direction to faculty, staff, students and visitors.
13. Perform related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge:

- Traffic laws and vehicle control procedures.
- Health and safety regulations
- Oral and written communication skills.
- Technical aspects of field of specialty.

Skills and Abilities:

- Learn District and campus rules and regulations regarding parking, safety and conduct.
- Learn and enforce pertinent parking laws, rules and regulations with tact, firmness and diplomacy.
- Organize and write clear and concise reports of factual occurrences.
- Interview witnesses and drivers.
- Analyze situations accurately and respond quickly, safely and effectively.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Ability to observe and recall details and incidents.

Training and Experience:

- Any combination of training and experience in traffic control/ parking attendants. Experience in interacting effectively with diverse groups of people in a positive, helpful manner.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category I

Environment:

- Works in a moderate environment with some exposure to the less desirable elements.