



**Imperial Valley College**  
**Campus Safety & Parking Control Department**

**CLASS TITLE:** Student Worker - (Sergeant) Campus Safety Officer

**Basic Function:** Under the direction of the VP of Student Services, serves as the supervisor for Campus Safety Personnel and Corporals, and provides for the safety and well-being of Imperial Valley College students, faculty, staff and property through enforcement of college policies and procedures. Provides the preservation of peace through conspicuous patrol, respond to emergency and non-emergency assignments, perform additional duties as assigned, maintain appropriate confidentiality, and assist campus safety personnel with other safety-related services. Must have valid CPR/First Aid certificate within 2 weeks of employment.

**REPRESENTATIVE DUTIES:**

- Direct the activities of individuals in lower ranks
- Handle day-to-day personnel scheduling, ensure adequate campus coverage, and conduct briefings for Campus Safety personnel.
- Review Incident Reports and other Campus Safety reports prepared by subordinates. Maintain records and files
- Conduct post inspections and ensure that subordinates maintain a personal record (memo book) of daily job activities and incidents as they occur, in the manner determined by the Director of Campus Safety & Security.
- Initiate employee disciplinary action, when necessary and appropriate, in accordance to Standard Operating Procedures as well as College rules, regulations, policies, and practices.
- Conduct inventory and inspections of Public Safety equipment to ensure that there is sufficient equipment in working order to perform security and other Public Safety functions.
- Providing training to Campus Safety Personnel in performing routine and basic Public Safety duties. Conduct annual performance evaluations of subordinates.
- Delegating work assignments to appropriate personnel and following through to ensure assigned tasks are performed correctly and in conjunction with deadlines.
- Interact with campus population to promote a safe learning environment by conducting campus patrol and serving inside information booth.
- Perform routine patrols of and through on-campus buildings and the near off campus areas.
- Provide guidance to subordinates in responding to emergencies including medical matters, fire alarms and other alarms including those relating to physical plant such as heat/steam system, etc.
- Respond to routine calls for assistance including safety escorts and transports.
- Effectively document violations of college policy and other events by producing written incident reports.
- Lock and unlock campus buildings and offices as necessary.
- Assist with the enforcement of parking policies through issuance of parking tickets and towing autos when necessary.
- Maintain a semester and cumulative GPA of 2.0
- Work independently under minimal supervision.
- General office-related duties including copying, filing, answering phones, etc.
- Assist in the collection and entry of data for use in the department's assessment and program review efforts.
- Provide assistance with various projects upon request, including the development and/or refinement of PowerPoint programs, spreadsheets, bulletin boards and other.
- Must monitor and control traffic: flow on campus through traffic control measures. Attend all departmental training and fulfill additional departmental training requirements.

- Ability to assist with multiple, simultaneous responsibilities in a professional manner often times in stressful situations.
- Ability and willingness to work a -wide variety of shifts which can including late night/early morning hours and weekends.
- Ability to maintain confidential information.
- Adhere to and maintain department personal hygiene, grooming, and uniform maintenance standards.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work closely with members of the local police and fire departments on matters of mutual concern in relation to the safety of the campus community.
- Conduct patrols of campus premises by driving marked carts or other vehicles with official markings.
- Act as a First Responder to alarms, calls for service, and medical emergencies that require the potential use of a defibrillator and/or other First-Aid techniques.
- Assist disaster workers in the event of a natural or manmade disaster.

**EDUCATION AND EXPERIENCE:** Must be enrolled at any regionally accredited college or University with at least 6 units per semester while employed. Any combination equivalent to: graduation from high school or GED and one year experience involving EMS, security, law enforcement, military or be enrolled in or have completed Protective Services Technician, AJ 141 or any section of the POST Reserve Officer Program for Level I, II, or III.

**WORKING CONDITIONS:** Duties are performed in an indoor and outdoor environment. Incumbents are subject to severe desert weather and humidity. While performing the duties of this job the incumbent is occasionally required to perform heavy lifting (over 50 pounds); stand and walk for extended periods of time; bend at the waist; climb, crawl and kneel; reach, push, pull and carry items, climb ladders, use hands to operate equipment, and see to observe and drive from site to site. Incumbent will also be required to wear a uniform, duty belt, boots, and carry handcuffs, restraints, as well as non-lethal weapons.

**PHYSICAL DEMANDS:** Incumbents may be exposed to abusive individuals and animals, driving from site to site to conduct work, and adverse weather conditions. Possible exposure to chemicals, fumes, odors or gases during campus inspections as well as blood and body fluids during emergency and non-emergency calls.



**Imperial Valley College  
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**CLASS TITLE:** Student Worker - (Corporal) Campus Safety Officer

**BASIC FUNCTION:** Under the direction of the VP of Student Services serves as a field supervisor to Campus Safety Personnel and provides for the safety and well-being of Imperial Valley College students, faculty, staff and property through enforcement of college policies and procedures. Provides for the preservation of peace through conspicuous patrol, respond to emergency and non-emergency assignments; perform additional duties as assigned; Maintain appropriate confidentiality and assist campus safety personnel with other safety-related services. Must have valid CPR/First Aid certificate within 2 weeks of employment.

**REPRESENTATIVE DUTES:**

- Direct the activities of individuals in lower ranks.
- Handle day-to-day personnel schedule, ensure adequate campus coverage, and conduct briefings.
- Review Incident Reports and other Campus Safety reports prepared by subordinates.
- Initiate employee disciplinary action, when necessary and appropriate, in accordance to Standard Operating Procedures as well as College rules, regulations, policies, and practices.
- Conduct annual performance evaluations of subordinates.
- Provide training to Campus Safety Personnel in performing routine and basic Public Safety duties. Serve on College committees, acting as a Departmental representative.
- Delegate work assignments to appropriate personnel and following through to ensure assigned tasks are performed correctly and in conjunction with deadlines.
- Interact with campus population to promote a safe learning environment by conducting campus patrol and serving inside the information booth.
- Supervise routine patrols of and through on-campus buildings and the near off-campus areas.
- Provide guidance to subordinates in responding to emergencies: including medical emergencies, fire alarms and other such alarms: including those relating to physical plant such as heat/steam system, etc.
- Act as a First Responder to alarms, calls for service, and medical emergencies that require the potential use of a defibrillator and/or other First-Aid techniques. Respond to routine calls for assistance including safety escorts and transports.
- Effectively document violations of college policy and other events by producing written incident reports.
- Lock and unlock campus buildings and offices as necessary.
- Assist with the enforcement of parking policies through issuance of parking tickets and towing of autos when necessary.
- Assist with safety training.
- Maintain records and files.
- Work independently under minimal supervision.
- General office-related duties including copying, filing, answering phones, etc.
- Assist in the collection and entry of data for use in the department's assessment and program review efforts.
- Provide assistance with various projects upon request, including the development and/or refinement of PowerPoint programs, spreadsheets, bulletin boards and other.
- Must monitor and control traffic flow on campus through traffic control measures. Attend all departmental training and fulfill additional departmental training requirements.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Administration and Management principles of departmental planning, allocating, and coordinating people and college resources, leadership techniques, providing effective feedback, and using time management techniques.
- Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used by themselves and subordinates to perform job duties. Also, responsible for employee scheduling and organizing work details.
- Laws and rights as they pertain to safety duties and responsibilities; currently enrolled degree-seeking student, eligible to receive work study funds, certified in first aid, knowledgeable in hazard identification and safety procedures and policies, good critical thinking skills, good communications skills, ability to establish and maintain positive relationships with diverse groups, ability to work independently with little or no supervision, proficient computer skills..
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping techniques.
- Maintain a semester and cumulative GPA of 2.0

### ABILITY TO:

- Strong interpersonal and communication skills, a pleasant disposition and an ability to communicate with diplomacy and tact in sensitive situations.
- Ability to assist with multiple, simultaneous responsibilities in a professional manner in often time stressful situations.
- Ability and willingness to work a wide variety of shifts which can including late night/early morning hours and weekends.
- Ability to maintain confidential information.
- Adhere to and maintain personal hygiene, grooming, and uniform maintenance standards. Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work closely with members of the local police and fire departments on matters of mutual concern relating to the safety of the campus community.
- Conduct patrols of campus premises by driving marked carts or other vehicles with official markings.
- Act as a First Responder to alarms, calls for service, and medical emergencies that require the potential use of a defibrillator and/or other First-Aid techniques.
- Assist disaster workers in the event of a natural or man-made disaster.

**EDUCATION AND EXPERIENCE:** Must be enrolled at any regionally accredited college or University with at least 6 units per semester while employed. Any combination equivalent to: graduation from high school or GED and one year experience involving EMS, security, law enforcement, military or have or have completed any section of the POST Reserve Officer Program for Level I, II or III.

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**PHYSICAL DEMANDS:** Incumbents may be exposed to abusive individuals and animals, driving from site to site to conduct work, and adverse weather conditions. Possible exposure to chemicals, fumes, odors or gases during campus inspections as well as blood and body fluids during emergency and non-emergency calls.



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**REPRESENTATIVE DUTIES:**

- Interact with campus population to promote a safe learning environment by conducting campus patrol and serving inside information booth.
- Perform routine patrols of and through on-campus buildings and the near off-campus areas.
- Respond to emergency calls for assistance including medical matters, fire alarms and other alarms including those relating to physical plant such as heat/steam system, etc.
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**KNOWLEDGE AND ABILITIES:**

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Laws and rights as they pertain to safety duties and responsibilities; currently enrolled degree-seeking student, eligible to receive work study funds, certified in first aid, knowledgeable in hazard identification and safety procedures and policies, good critical thinking skills, good communications skills, ability to establish and maintain positive relationships with diverse groups, ability to work independently with little or no supervision, proficient computer skills. Interpersonal skills using tact, patience and courtesy. Recordkeeping techniques.

**ABILITY TO:**

- Present strong interpersonal and communication skills, a pleasant disposition and an ability to communicate with diplomacy and tact insensitive situations.
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