



CAMPUS SAFETY OFFICER

Campus Safety

POSITION SUMMARY

Reporting to the Chief of Campus Safety or their designee, Campus Safety Officers are the main work force of the Occidental Campus Safety Department and are responsible for performing a wide variety of campus safety functions. Campus Safety Officers must exhibit discretion, a comprehensive knowledge of the law, and the highest ethical standards. Campus Safety Officers must be service-oriented and must actively assist Occidental College community members in solving problems and maintaining the peace. Campus Safety Officers shall be held accountable for their actions and must adhere to the Department Motto – ***Compassion, Excellence, and Integrity.***

The duties of this classification include (but are not limited to) the following:

- Protecting life and property;
- Preventing crime;
- Ensuring a safe learning environment;
- Investigating reports of crime and Occidental College Code of Conduct violation; and
- Working in a patrol or support function.

Shift rotation and days off vary according to assignment with occasional mandatory overtime required.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job.

1. Perform high visibility vehicle, bicycle and foot patrols on campus, at adjacent rental homes, and at sorority/ fraternity houses to discourage and apprehend lawbreakers, and to deter crime;
2. Respond to requests for assistance;
3. Respond to emergency calls, fire alarms, intrusion alarms on campus and at rental homes;
4. Render emergency first aid and CPR when needed and stabilize injured persons prior to arrival of paramedics;
5. Respond to reports of crime;
6. Prepare incident reports for supervisory review;
7. Investigate College Code of Conduct violations;
8. Prepare a daily log of shift activities and write incident reports;
9. Perform periodic checks of interior and exterior of residence halls, administrative and academic buildings and grounds;

10. Checking doors and windows to see that they are properly secured and detecting fire, safety and health hazards.
11. Write work requests to correct deficiencies;
12. Patrol parking areas;
13. Direct traffic;
14. Parking and vehicle permit enforcement;
15. Provide appropriate services consistent with College policies and practices to all members of the campus community and visitors: vehicle let-ins, vehicle battery jump-starts, information, directions to campus and assistance;
16. Provide dispatching services;
17. Receive incoming telephone calls and dispatch information/requests to officers working in the field;
18. Facilitate calls for emergency services;
19. Answer requests for information;
20. Provide access to authorized persons to College buildings and facilities;
21. Provide a presence at College sponsored events on and off campus;
22. Perform special assignments, post and surveillance details as required by circumstances;
23. Provide safety escorts on and off campus;
24. Interface with local police and fire agencies as appropriate;
25. Represent the College as appropriate in its relationships with the community, government agencies, professional societies and similar groups;
26. Stay abreast of pending changes to best practices in campus safety and community oriented policing strategies;
27. Participate in crime analysis and prepare crime data as applicable;
28. Perform assigned duties as requested.

The following job accountabilities may be reassigned:

1. Performs other duties as assigned or requested.

QUALIFICATIONS

Minimum Requirements:

- Demonstrate the ability to ***maintain a professional demeanor*** in all situations.
- Ability to **communicate in a helpful, courteous, effective and professional manner** in person, by telephone, two way radio, and electronic media;
- **Candidates must exhibit excellent interpersonal and customer service skills.**
- Must have a valid California BSIS guard card, first aid, and CPR certification
- Must have a valid California driver's license (with a clean driving record) and be able to be qualified as an Occidental College designated driver (subject to the specific requirements approved by the College's insurance carrier).
- Satisfactory completion of Peace Officers Standards & Training 832 P.C. and/or 832.2 P.C. course(s) required prior to appointment.
- **Candidates shall have a minimum of 1 year previous security/campus safety experience and or equivalent.**
- Must be able to compose and comprehend written reports.
- The position requires a physically agile person with the ability to:
 - Lift 50 pounds or more
 - Walk/stand without any restrictions
 - Stoop and climb ladder/stool to a height of 8 feet or more

- Use both hands and arms with full range of movement.
- May not have a hearing loss of greater than 40 decibels.
- Must be able to work any shift, day/night.
- Ability to prioritize work assignments;
- Experienced with in the use of word processing, spreadsheet, Internet, and email applications;
- Stay abreast of pending changes to best practices in campus safety and community oriented policing strategies;
- Accurate report writing skills including the proper use of grammar, punctuation and spelling;
- Participate in crime analysis and prepare crime data as applicable;
- Perform assigned duties as requested.
- A comprehensive background/criminal history/Megan's Law check will be completed.

Preferred Requirements:

- Experience in a Campus law enforcement, corporate security, and/or campus safety in a higher education environment.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to campussafety@oxy.edu and resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.