

Draft Classification Standards – Rev. 3/29/2024

Security Officer Series

Class Title	Class Code	Issue Date	FLSA
<i>Security Officer I</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Security Officer II</i>	XXXX	XXXX	<i>Non-Exempt</i>

OVERVIEW:

Positions classified within the Security Officer series are directly responsible for maintaining a safe and secure environment by patrolling campus grounds; responding to non-violent incidents; protecting university property; protecting and aiding students, faculty, staff, and campus visitors; and enforcing safety rules and regulations.

Positions are assigned to classifications within the series based on the scope, complexity, and impact of the work performed; level, type and scope of knowledge required; autonomy exercised; level of supervision received; position accountability; judgment and discretion required by the position to address and solve problems; and the level and diversity of contacts and interactive capabilities required by the position.

Security Officer I – Performs standard duties related to patrolling campus buildings, facilities and parking lots; enforcing established rules and regulations by taking the appropriate actions; and performing related security functions. Under supervision, incumbents may provide support to police.

Security Officer II – Provides lead work direction and/or performs more complex duties such as coordinating security officers for campus special events, conducting training in safety and crime prevention, and supporting the public safety communications and records functions. They may also be involved in the development of operational procedures and protocols.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):

- ***Patrolling and Protection*** – Patrols campus grounds and facilities on foot, bike, or vehicle to protect campus community and visitors from such hazards as fire, theft, vandalism, trespassing and other crimes. Reports suspicious and criminal activity and administrative violations. Performs safety escorts, responds to calls for assistance, and transports persons when needed.
- ***Enforcement of Campus Rules and Emergency Preparedness*** – Completes accident/incident reports. Provides support to campus police departments by providing dispatch backup; responding during evacuations and emergency situations; communicating with officers/investigators during investigations; managing property and evidence; providing animal control; and maintaining records.
- ***Security Surveillance and System Monitoring*** – Monitors security cameras and downloads recordings for investigative purposes. Maintains building keys. Ensures

safety and security equipment is functioning properly. Coordinates and tests campus alarm systems. Conducts building locks and unlocks.

- *Training, Documentation and Reporting* – Documents activities and authors reports that do not require a police officer. Provides training on crime prevention awareness.

SECURITY OFFICER I

Under general supervision, responsible for maintaining a safe and secure environment. Patrols campus grounds, responding to non-violent incidents, enforcing policies, and aiding students, faculty, staff, and visitors. Plays a vital role in ensuring the safety and well-being of the campus community and protecting university property. Performs entry-level duties utilizing basic concepts and practices within the public safety and security field. Day-to-day work is performed independently under general supervision with closer supervision for new or more complex/sensitive assignments. Assignments involve the regular use of judgment and discretion to solve problems and address situations.

Work assignments typically include some or all of the following:

- ♦ Patrols grounds, facilities, buildings, and parking lots to deter and detect potential safety and security threats.
- ♦ Monitors security systems, including cameras, access control systems, and alarm systems.
- ♦ Responds promptly to security incidents, emergencies, and alarms, and takes appropriate action to resolve or escalate to the appropriate level.
- ♦ Prepares accurate and detailed incident reports, documenting observations, actions taken, and outcomes.
- ♦ Coordinates and supports campus police during emergency situations and evacuations.
- ♦ Provides safety escorts for students, faculty, staff, and visitors as needed.
- ♦ Frequently interacts with the campus community, general public, and campus and community law enforcement requiring tact and discretion.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ♦ Ability to effectively use applicable safety related equipment and security systems and software.
- ♦ Knowledge of general procedures and regulations related to security and public safety.
- ♦ Ability to detect and respond appropriately to potential hazards, safety emergencies, and/or crime situations.
- ♦ Ability to effectively communicate and de-escalate non-violent crisis situations.
- ♦ Ability to observe and recall details and incidents.
- ♦ Ability to remain calm and composed in stressful situations.
- ♦ Ability to prepare standard incident reports in a clear and concise manner.
- ♦ Ability to interact effectively with a wide range of individuals including the campus community, general public, and law enforcement personnel.
- ♦ Ability to handle sensitive situations with tact and confidentiality.
- ♦ Knowledge of first aid practices and ability to complete CPR and first aid certification as certification may be required.

- ◆ Physical ability to walk, stand, and patrol for extended periods in various weather conditions.
- ◆ Knowledge of and the ability to learn how to use the applicable public safety related equipment and systems.
- ◆ Ability to attend Police Officers Standards & Training (P.O.S.T.) programs related to public safety support and dispatch activities.

Experience and Education:

High School diploma or equivalent and possession of a California Driver's License. Requires successful completion of a background check and physical exam. Knowledge of and/or the ability to learn how to use the applicable public safety related equipment and systems is required.

SECURITY OFFICER II

Addresses a wide range of problems that require interpreting policies, developing recommendations for new procedures and/or providing specialized training on security and crime prevention. Provides lead work direction and/or coordination of security functions. Projects may involve research and operational analysis to develop recommendations for procedural changes. May provide regular support to the public safety dispatch and records functions.

In addition to duties performed by the Security Officer I, the Security Officer II typically performs the following duties:

- ◆ Coordinates safety for special events in collaboration with university police and appropriate administrator.
- ◆ Coordinates and delivers crime prevention and security presentations and/or attends meetings with campus groups and clubs providing community safety and security observations and recommendations.
- ◆ Provides support on a regular basis to public safety communications and records functions.
- ◆ Makes recommendations for security and safety improvements by analyzing crime/incident trends and studying best practices in technology and security procedures.
- ◆ Follows campus procedures in coordination with university police in the inventory of evidence.
- ◆ Implements security protocols and enacts security protocols for animal control when needed.
- ◆ Provides lead work direction and training.

MINIMUM QUALIFICATIONS:

In addition to Security Officer I knowledge and skill requirements, work assignments typically require:

- ◆ Thorough knowledge of applicable procedures and regulations related to security and/or public safety. Familiarity with the California Penal Code.
- ◆ Ability to read and interpret laws, rules and regulations.
- ◆ Working knowledge of police department radio codes and equipment. Ability to use applicable automated and computerized public safety systems and databases.
- ◆ Ability to plan and schedule unit work and provide lead work direction to Security Officer staff.

- ◆ Ability to independently make effective decisions and judgements in emergency situations.
- ◆ Ability to analyze operational issues and recommend procedural changes.
- ◆ Ability to convey clear, concise communications and directions and conduct training for staff and the campus community.
- ◆ Ability to author reports and draft operating procedures.
- ◆ Ability to attend Police Officers Standards & Training (P.O.S.T.) programs related to public safety support and dispatch activities.

Experience and Education:

High school diploma or equivalent; possession of a California Driver's License; successful completion of a background check and physical exam; and two years of related experience. Associate's degree in a related field may be substituted for one year of experience.

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