



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Campus Safety Officer</i>	Wkly. Hrs./Weeks:	16/52
		Pay Grade:	
Department:	Campus Safety Department	Classification	Hourly
Reports To:	Director; or his designee	Effective Date:	07/01/2019

SUMMARY

The Campus Safety Officer provides service functions to support the general safety of the university community. Patrols an assigned area and responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Performs investigations and makes arrests when necessary. Deters and prevents unlawful behavior, and performs internal and external public safety functions. Carries less-lethal weapons in accordance with licensing and training.

ESSENTIAL FUNCTIONS

- Position is classified at 16 hours per week, with potential for increased hours on occasion.
- Position may be scheduled on varied and rotating shifts or in a specific slot, depending on department need. Examples of alternating schedules include: 0800-1600, 1600-2400, 2400-0800, 1800-0200.
- May be asked to report to work in case of emergency.
- Carries assigned Taser subject to licensing and training.
- Carries assigned Pepper Spray subject to licensing and training
- Carries assigned Baton subject to licensing and training
- Patrols assigned areas (static post or mobile) via foot patrol, utility cart or vehicle, as directed.
- Responds to telephonic and/or radio calls for routine and emergency assistance in both criminal and non-criminal situations. Assesses circumstances and conditions at the scene of an incident and determines the appropriate response.
- Conducts preliminary investigations of criminal and non-criminal incidents. Interviews victims, witnesses, suspects, and others. Issues citations and/or makes arrests. Conducts follow-up investigations as required.
- Maintains an accurate record of daily activities. Prepares comprehensive incident and crime reports. Ensures reports are legally sufficient through consultation with supervisors.
- Assesses severity of medical emergencies, provides basic first aid/CPR/AED services subject to certifications, summons medical assistance as required, and transports non-life threatening sick and injured.
- May testify in court on criminal and civil matters affecting the interests of the university.
- Maintains perimeter and crowd control in the areas of crimes, emergencies, and special activities.
- Escorts university employees, faculty, staff, students and/or guests.
- Maintains security of buildings and university related property by controlling access, and the opening and securing of buildings.
- Perform other related duties as assigned.
- Regular attendance is mandatory

COMPETENCIES

KNOWLEDGE OF:

- City, State and federal civil and criminal statutes
- Policies and procedures for performing citizen's arrests
- Provisions pertaining to traffic and crowd control
- Investigating and report writing
- Operation of a computer and assigned equipment
- Record-keeping techniques
- Oral and written communication skills

ABILITY TO:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
- Patrol assigned areas and issue citations to illegally parked vehicles to maintain control of vehicles parked on campus.
- Promote campus safety and control.
- Interpret, apply and explain rules, regulations, policies and procedures.

- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned equipment.
- Observe legal and defensive driving practices.
- Work independently with little direction.
- Proactive
- Leadership ability
- Team Player
- Positive mental attitude
- Strong customer service skills
- Godly and humble character
- Courageous
- Confident decision maker
- Able to exercise wisdom, discernment and sound judgment
- Ability to give and receive encouragement and constructive criticism
- Able to work creatively and collaborate with other leaders to set vision for department
- Maintain Less Lethal Weapon Licensing/Proficiencies for employment

QUALIFICATIONS

- Be at least 21 years of age because of licensing requirements
- Personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and exhibition of a desire to minister and serve others in varied capacities
- High school diploma or equivalent
- Clear California Class C driver's license; out of state applicants not intending to establish residency must have a clear valid driver's license
- California Guard Card required
- California Baton license with collapsible certification preferred
- PC 832 arrest course (40 hour) certificate preferred
- Flexibility to attend mandatory monthly department meetings and training days (1x month - Monday 0600-0800; 2-3x annual- Friday 0800-1600 and/or 1600-2400 less frequent for night time tng)
- Minimum Experience/Training: Prior experience as a licensed security guard, or prior work history which demonstrates potential success at working w/in security industry.

SELECTION PROCESS

- Step 1: Application and resume submitted to Human Resources
- Step 2: Job interview if selected based on qualifications
- Step 3: Reference checks – verification of prior employment, licenses, references
- Step 4: Drug screening, Physical Exam, PAT conducted by US Health Works
- Step 5: Admin Review / Job offer if selected

WORKING CONDITIONS

ENVIRONMENT:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Adverse weather conditions.
- Regular exposure to fumes and odors.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate assigned equipment.
- Seeing to read various materials.
- Standing or walking for extended periods of time; bending at the waist, kneeling or crouching.
- Lifting moderately heavy objects; reaching overhead, above the shoulders and horizontally during traffic control.

HAZARDS:

- May have contact with dissatisfied and/or abusive individuals

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

Completed application form from The Master's University. This can be obtain at www.masters.edu/jobs or by contacting

**The Master's University and Seminary
Human Resources Department
21726 Placerita Canyon Road • Santa Clarita, California • 91321-1200
(800) 568-6248 • (661) 362-2844 ♦ FAX (661) 362-2717**

Selection Process:

All applications will be reviewed by the Human Resources department. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.