



Non-Instructional Position Request Form
2014-2015

Range 37

2015-6

Division/ Unit: Campus Safety/ Student Services

Position Classification Requested: Security Officer

Please indicate if this is a request for / to:

- Fill a currently vacant position
Increase of an existing position
New position

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Table with 2 columns: Cost Category and Amount. Rows include Estimate Increase/ Proposed Annual Salary Cost, Estimate Benefits Cost, and Total Cost for Position.

NOTE
Full time - 20 (50%) to 40 (1.00%) hours per week
Regular Hourly - 18 (50%) hours or less per week

Justification:

Why is this position necessary?

Currently there is only ONE permanent security officer working in the evening time. Over the past ten years a majority of the time there were two security officers working.

What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?

The college has a responsibility to provide a safe and secure campus for all. Having adequate staffing will meet all above mentioned.

Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?

Security officer works all over the campus and reports to the Department Supervisor of Campus Safety. There is no special equipment/ facilities needed.

What is the consequence of not funding the position?

The campus will remain at a dangerous low staffing level and in the event of an emergency will not have adequate staffing. The Department Supervisor of Campus Safety will not have adequate time to conduct his job duties.

What alternative approaches have been considered in meeting the programmatic demands of this request?

Due to the restrictions from the CA Educational Code any other staffing approaches may be a violation of the Educational Code.

How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

All members of the campus community will benefit from shorter wait times for normal services and will have adequate security staff in the event of an emergency.

What other personnel currently provide support to this program and these students?

Only the current campus safety staff.

Signatures:

Signature of Requestor: Sean Tranter

Signature of Dean/ Unit Administrator

Signature of Vice President

Completed requests are due to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

SECURITY OFFICER

DEFINITION

This is a protective service occupation. Under general supervision, the employee enforces rules and regulations governing the use of college buildings, grounds and other properties of the College and performs some functions that are clerical in nature. The employee has daily and direct contact with staff and college visitors and works outdoors in all types of weather. Errors in decision could result in injury to the users of District facilities.

REPRESENTATIVE

1. Patrols campus grounds either on foot or in a security vehicle; responds to emergencies and various calls for service such as lock-outs, automotive emergencies, etc.; takes reports from citizens;
2. investigates violations, accidents and incidents occurring on campus;
3. enforces rules and regulations governing the use of college buildings and grounds, issuing citations to violators;
4. reviews and makes necessary changes on all incident reports written and distributes reports to proper personnel;
5. performs periodic evaluation of student officers; assists the Security Manager in formulation of policies and procedures relating to Security Services;
6. assists in the training of officers;
7. reviews daily logs, reviews actions of complaints against student officers and administers disciplinary action;
8. reviews and prepares all student time tickets weekly;
9. prohibits the admittance to college premises of unauthorized persons; checks night meetings to ensure that facilities are being used by authorized persons and that the meetings are under control;
10. investigates reports of vandalism; performs various types of follow-up investigations;
11. assists in traffic control at athletic events and special programs;
12. transports funds from special events; makes reports; keeps the daily log;

13. performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. security methods and crowd control techniques;
2. techniques of traffic and parking control;
3. pertinent Federal, State, City and District laws, rules, regulations and policies including laws of removal and/or arrest, legal rights of students and citizens, judicial procedures and rules of evidence;
4. investigating procedures;
5. general modern office procedures;
6. basic legal rights of students; and
7. emergency procedures.

Skills in:

1. enforcing pertinent policies, rules and regulations;
2. remaining alert and exercising sound judgment while under pressure;
3. interrogating suspects, interviewing complainants and witnesses;
4. patrolling college facilities and recognizing irregularities with regard to people and facilities;
5. following and giving written and oral directions;
6. preparing reports and maintaining records;
7. establishing and maintaining cooperative and effective working relationships with staff; meeting the public with courtesy and tact; and
8. emergency procedures (first aid, CPR, crowd control, etc.).

Education and Experience:

Equivalent to completion of the twelfth grade AND one year of experience in law enforcement, plant protection or security OR an equivalent combination of education and experience which indicates

possession of knowledge and skills required.
Security Officer

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License/Certificate:

Possession of a valid California driver's license.

Possession of a valid California Tear Gas Certificate.

Possession of, or ability to obtain, the 24-hour school security officer course as required by California Education Code 72330.5

PURPOSE OF CLASS

To ensure security of people on District premises and facilities; and to ensure that District Safety and Security Program is operating efficiently and effectively.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

Adopted by the Board of Trustees on 4/30/74

Revised: 4/1/83; 12/3/99; 1/30/03

Job Family - Maintenance and Operations

(p:/security)