

DESERT COMMUNITY COLLEGE DISTRICT

SENIOR CAMPUS SAFETY OFFICER

BASIC FUNCTION

The Senior Campus Safety Officer performs the full range of campus safety, security, and response duties while providing operational leadership, mentorship, and field training to campus safety personnel. This position acts as a proactive liaison between the department and campus stakeholders, coordinates personnel training and operational shift schedules, and provides critical shift command and deployment briefings in the absence of a supervisor. The Senior Campus Safety Officer models service excellence to ensure a safe, secure, accessible, and welcoming environment for students, staff, faculty, and visitors.

SUPERVISION RECEIVED

Receives supervision and direction from the Director, Security and Emergency Preparedness or area supervisor.

REPRESENTATIVE DUTIES

Essential Functions = E

1. Patrol District facilities and campuses using various modes of transportation and on foot before, during, and after business hours. Guard, check, and secure buildings, rooms and equipment; operate, monitor, and disarm security alarm systems. ***E***
2. Respond to alarms, radio calls, and emergencies including evacuations and lockdowns and other safety measures. Administer basic First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) assistance as required. ***E***
3. Identify, report, and guard against hazardous or unusual conditions, malfunctions, vandalism, illegal entry, theft, or fire. ***E***
4. Operate and ensure proper use of communication devices, patrol vehicles, and other assigned safety equipment. ***E***
5. Operate and ensure proper use of computers, communication systems, and other office or safety-related technology to access records, enter information, prepare reports, and support daily operations. ***E***
6. Control traffic, conduct permit checks, issue parking citations, and assist with special event logistics, crowd control, and access management. ***E***
7. Enforce applicable District policies, campus regulations, laws, and ordinances. Engage with individuals whose presence is questionable, break up physical altercations according to established procedures, and escort unauthorized persons off campus. ***E***
8. Conduct routine and detailed investigations of incidents or complaints from students, staff, and the public, and write comprehensive reports. ***E***
9. Liaise and coordinate with local law enforcement, emergency services, animal control, and outside agencies. ***E***
10. Collaborate with internal campus entities such as Student Life, Disabled Student Programs and Services (DSPS), and other departments to support proactive safety initiatives. De-escalate conflicts per policy and enforce campus regulations. ***E***

11. Provide on-the-job training, guidance, and field training coordination. *E*
12. Maintain training records and professional certifications for assigned department areas. *E*
13. Assist with developing, coordinating, communicating, and maintaining training and event schedules for safety personnel to ensure adequate coverage. *E*
14. Support daily operations by helping coordinate shift activities, sharing deployment briefings, and collaborating with team members. *E*
15. Assist the Director with department tasks, special projects, compliance tracking (including Clery and FERPA Standards), and the maintenance of records for department vehicles, golf carts, and equipment. *E*
16. Represent the Campus Safety Department in campus-wide meetings, committees, and safety planning and training efforts.
17. Stay up to date on laws, policies, and best practices related to campus safety and emergency preparedness.
18. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern, service-oriented public safety practices, emergency protocols, disaster response frameworks, and campus security operations; principles of shift leadership, operational command, and field deployment briefings.
- Provisions of California Penal Code and Vehicle Code relevant to public and private property safety, including rules of evidence, search and seizure laws, and proper asset protection measures.
- Current constitutional standards, statutory requirements, de-escalation expectations, and defensive/control tactics governing use-of-force policies.
- General legal frameworks governing personal data privacy, confidentiality of records, and public information reporting mandates.
- Advanced techniques for conflict resolution, verbal de-escalation, and non-violent crisis intervention when interacting with hostile, dissatisfied, or abusive individuals.
- Protocols for conducting administrative and preliminary field investigations, gathering factual details, taking public complaints, and writing comprehensive, objective incident reports.
- Use and operation of automated facility security systems, alarm management infrastructure, communication systems, and computer software.
- Methods and techniques necessary for coordinating traffic control, securing public events, managing crowds, and coordinating access logistics.
- FERPA, Clery Act, and other education-related legal standards.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
- Model and maintain a high standard of customer service, proactive engagement, and supportive assistance during routine and high-stress interactions.

- Lead, mentor, and train campus safety officers effectively; coordinate and conduct structured operational onboarding and field training programs for new hires.
- Assist with developing and maintaining equitable shift, training, and operational schedules.
- Analyze complex, rapidly evolving situations quickly and accurately; make sound independent decisions under pressure; and maintain a calm orderly presence during emergencies, lockdowns or evacuations.
- Work independently with minimal direction while understanding and strictly working within an assigned scope of authority.
- Provide lead direction to short-term staff and/or student workers.
- Communicate clearly, tactfully, and diplomatically with individuals from diverse cultures and backgrounds; conduct thorough preliminary investigations and document incidents through highly accurate, comprehensive written reports.
- Read, interpret, apply, and explain organizational rules, regulations, policies, and applicable legal codes; utilize advanced verbal de-escalation and crisis intervention techniques to defuse physical or verbal altercations.
- Establish and maintain cooperative, inclusive, and effective working relationships with internal departments, the public, and external public safety agencies to support proactive safety initiatives.
- Successfully operate automated security and alarm management infrastructure, two-way radio systems, patrol vehicles, and computerized data terminals/software.

EDUCATION AND EXPERIENCE

Any combination of education and experience:

- High school diploma
- Minimum of one (1) year of progressively responsible experience in law enforcement, public/campus safety, or campus security.

LICENSES AND OTHER REQUIREMENTS

- Twenty-four (24) hour School Security Officer course as required by California Education Code §72330.5.
- Possession of current Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification.
- Employees may be required to receive Hepatitis B vaccination in accordance with applicable safety regulations.
- A California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required if driving a District vehicle as assigned.
- Possession of a valid PC 832 Certificate or POST Level III and/or Level II certification.
- Active Shooter Training (e.g., Alert, Lockdown, Inform, Counter, and Evacuate (ALICE) Training).

WORKING CONDITIONS

Work is performed in a variety of indoor and outdoor environments across District facilities and campus locations. Duties may require exposure to varying weather conditions, including heat, cold, wind, and rain, as well as noise, dust, and typical campus activity. The position requires responding to alarms, disturbances, emergencies, and safety concerns and may involve

interaction with individuals who are upset, uncooperative, or in distress. The work requires frequent interaction with students, employees, visitors, and the public and requires the ability to remain calm, professional, and responsive in potentially stressful situations.

Physical Demands

The position requires the ability to walk and stand for extended periods of time while patrolling campus facilities and grounds. Duties include driving a vehicle and conducting patrols on foot over uneven or rough terrain, including parking lots, landscaped areas, and outdoor pathways. Work may require climbing stairs, bending, stooping, reaching, and occasionally lifting or moving objects weighing up to approximately 30 pounds. Incumbents must be able to respond quickly to incidents or emergencies and move throughout campus buildings and outdoor areas as needed.

Hazards: Contact with dissatisfied or abusive individuals.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range: 13 (POST Certificate)
Board Approved: September 18, 2026