



**Job Title: Campus Safety Officer**

## **CLASSIFICATION DESCRIPTION**

---

**Department:** Varied  
**Pay Grade:** 104  
**FLSA Status:** Non-exempt  
**Remote Work Eligible:** No

## **JOB SUMMARY**

This position is responsible for providing security and safety services as well as protecting the life, well-being, and property of students, staff, and visitors. Duties include: preventing and detecting criminal activity; patrolling facilities and lots; monitoring surveillance cameras; directing traffic; providing training; assigning and monitoring the work of others; checking identifications; issuing parking tickets; assisting citizens (such as giving directions); and maintaining records.

## **DISTINGUISHING CHARACTERISTICS**

This position requires taking and passing a psychological test.

## **ESSENTIAL JOB FUNCTIONS**

- Prevents and detects criminal activity while assigned to a school or task; assists law enforcement; responds to calls; and provides crowd control.
- Secures campus and deters crime by performing foot patrols, bicycle patrols, and/or vehicle patrols of Campus facilities, which includes: patrolling parking lots to prevent thefts from vehicles and crimes occurring in vehicles; locking and unlocking classrooms, offices, acting as a campus escort; patrolling other campus facilities; monitoring surveillance cameras; directing traffic; and performing related activities.
- Prioritizes and assigns work to assigned staff; prepares work schedules; trains staff on work methods and procedures; and participates on staff evaluations.
- Monitors entries to buildings; checks identifications; and conducts safety checks of building interior.
- Remains alert and sensitive to potential disturbances and/or violations of the law through preventive measures of security.
- Issues parking tickets; maintains related records of crimes, injuries, incidents, and traffic accidents.
- Provides assistance to students, staff, and citizens, which may include: jumping batteries; unlocking cars; providing driving directions; escorting individuals; communicating campus policies; providing general information in person and over the phone; and performing related activities.
- Investigates and prepares reports on accidents and incidents.

Prepared: February 2023

- Demonstrates proper use of departmental issued equipment; maintains departmental issued supplies and equipment, including weapons, ammunition, and other specialized supplies and equipment
- Works with various law enforcement agencies; assists in the prosecution of criminals.
- Cooperates and participates with other members of the criminal justice system to include Office of the State Attorney, Child Protective Investigators, and other state and federal agencies in the interest of public safety.
- Cooperates with College administrators and other appropriate staff members by coordinating, recommending and advising them of proper practices/procedures necessary to secure the safe and peaceful conduct of College business/activities.
- Works various shifts.
- Logs pertinent information into logs and/or computer.
- May be assigned to monitor a specific facility such as a parking garage or assigned to a dispatch function.
- Responds as ordered to work during emergencies to include working extended duty hours over weekends and holidays or during periods of sever/inclement weather.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

High school diploma or equivalent; five (5) years of related work experience preferably as a college or school security official (military and/or law enforcement experience may substitute for work experience); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Security procedures;
- Processes and procedures pertinent to the school guardian program;
- College security policies and procedures;
- Communication systems/radios;
- Weapon safety and care;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Diverse populations and cultures; and
- Computers and related software applications.

#### Skills in:

- Communicating, both verbally and in writing;
- Using tact;
- Use discretion;
- Drafting incident reports;
- Resolving conflicts;
- Using firearms if applicable;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

#### Ability to:

- De-escalate situations;
- Work independently;
- Deal with risk;
- Apply judgement;
- Take initiative as needed;

- Use defensive tactics;
- Maintain mental alertness;
- Quickly evaluate critical situations; and
- Be physically and mentally prepared to respond immediately to emergencies.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Valid Florida Driver's License.

Must possess a Class "D" and a Class "G" Security License.

Pass security-level background check.

Must pass weapons training if applicable.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>

Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>
--	--	---	----------

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays. Position requires working various shifts.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***