

SECURITY GUARD

DEFINITION

Guards an assigned area to insure the safety and protection of persons, buildings, materials, equipment, and other property of the District; and oversees parking facilities and enforces parking regulations.

TYPICAL DUTIES

Guards and controls access to an assigned area or areas and protects individuals and property.
Inspects and checks the security of doors, windows, and gates.
Locks and unlocks doors for authorized persons.
Prevents entry of unauthorized persons on grounds or in buildings.
Remains alert for health and safety hazards and reports them to facilities management personnel.
Reports fires, accidents, to proper persons; summons emergency vehicles and personnel.
Monitors the operation of security systems such as intrusion detection devices, video monitors, and alarm systems.
Investigates unusual conditions; notifies proper persons or agencies regarding the situation; and takes appropriate emergency action.
Provides general information to visitors.
Directs traffic flow into parking lots and facilities and assures efficient utilization of parking space.
Investigates accidents or incidents involving vehicles in the parking area.
Checks cars for proper parking authorizations.
Patrols parking areas to prevent thefts from and of parked automobiles.
Reports illegally parked vehicles, evidence of vandalism, and disturbances to a Police Officer.
Issues citations for parking and related violations.
Serves as an escort to vehicles.
Enforces District safety rules.
Maintains records and prepares reports related to observed incidents and problems.
May schedule and direct student assistants assigned to parking lot details.
May operate a parking booth and issue daily parking authorizations.
May direct traffic on campus during special events.
May provide emergency roadside assistance to persons using District parking facilities.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Security Guard** guards an assigned area by making rounds of inspection to insure the safety and security of individuals, buildings, grounds and equipment; and oversees campus parking facilities and enforces parking regulations.

A **Police Aide** guards an assigned area on a college campus by making rounds of inspection to insure the safety and security of students, employees, and the public, and assists college police by performing increasingly more responsible tasks related to college police work.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Police Officer** is a fully-sworn peace officer as provided by the laws of the State of California and has responsibility for maintaining law and order and protecting the personnel, students, and property of the District.

SUPERVISION

Immediate supervision is received from a classified or academic manager. Supervision may be exercised over student workers.

CLASS QUALIFICATIONS

Knowledge of:

- Basic safety practices and procedures
- Characteristics and operation of basic security systems
- Basic procedures of facilities protection
- Operation and location of utility controls and "shut-offs"

Ability to:

- Learn security policies and procedures of the District
- Learn District parking and safety regulations
- Effectively enforce District parking and safety regulations
- Use sound judgment in emergency situations
- Follow oral and written instructions
- Maintain simple records
- Write simple reports
- Exercise tact in personal contacts with District personnel, students, and the public

ENTRANCE QUALIFICATIONS

Education and Experience:

One year of experience as a security guard.

Special:

Physical Requirements:

Requires ability to stand for long periods of time, climb stairs and lift up to 50 pounds.

Pre-employment Conditions:

Candidates participating in the selection process for the class will be subject to a background investigation prior to appointment from an eligibility list.
Must possess a valid Class "C" California driver's license.