

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date:	Job Family:
	Job Function:
	Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one: New Position Existing Position Update

Date:	06/25/2024
Department & Division:	Business and Financial Affairs- University Police
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Community Service Specialist II Grade 2
FLSA Status: <i>(exempt or non-exempt)</i>	Non-Exempt
Working Title:	Campus Safety Guard
Position Number & Job Code:	10010359 - 8820
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Eric Burris, Lieutenant Administrator II

Employee Name:

I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.

Safety and security is coordinated by University Police, through a force of 40 sworn police officers and 50 non-sworn support employees. Our police officers are graduates of a California Peace Officers Standards Training Academy with full arrest powers throughout the state. They undergo continued training to upgrade their skills as well as first aid and CPR requirements.

University Police officers are armed. They conduct foot, vehicular and bicycle patrols on campus and in the adjacent community 24 hours a day, year-round. Officers are responsible for reporting and investigating crimes and traffic accidents, enforcing state laws and local ordinances, responding to medical emergencies and all other incidents requiring police assistance.

II. PURPOSE OF POSITION:

State the basic purpose of the position in one to three specific statements.

This position mainly performs a variety of security, public safety support, and community service functions on the SDSU campus. The position is expected to perform more complex duties such as coordinating safety for special events, conducting communication service training in the areas of safety and crime prevention. The position involves a high degree of public contact, responsibility, and community service through many police services functions to include, but not limited to: patrolling campus buildings and grounds as assigned to ensure the safety of students, faculty, staff, and property; observe and report criminal activity to the police, making private persons arrests as required; assisting in the enforcement of established SDSU policies, rules, and regulations by taking appropriate actions; coordinating and testing campus alarms; checking, opening, and securing campus facilities; lost and found property; traffic direction and control; safety escorts; investigations unit support; mental healthcare crisis intervention and performing other related community support functions as assigned.

Day-to-day work is performed independently under general supervision. Assignments involve the regular use of judgment and discretion to solve problems and address situations. The course of action is guided by established protocols. Assignments involve on-going interaction with the campus community, general public, and campus and community law enforcement; with such interaction requiring tact, discretion, and professionalism.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee Name:

III. CHANGES IN RESPONSIBILITIES:

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
<p>Provides security patrols of the SDSU campus and facilities, grounds, and parking lots to protect the campus community and visitors from such hazards as fire, theft, vandalism, trespassing, and other crimes. Provides continuous assessment of campus security measures such as blue light and elevator emergency phones, lighting, landscape hazards, building doors, locks, and related hardware; reporting deficiencies to the appropriate entity for timely mitigation. Provide continuous foot, bicycle, and/or vehicle patrol of assigned areas in order to maintain high visibility and a deterrence of crime. Crime and incident trend analysis will be used in establishing directed patrol plans. Patrol and document safety discrepancies including but not limited to suspicious activity, lighting, grounds issues, unlocked doors, fire system panels, and inoperable security related equipment on university property. Assist with room unlocks when requested. Check for suspicious/unauthorized persons on university property to include facilities and surrounding areas and lots. Assist in providing first-aid when needed and complete reports as required.</p>	50%
<p>Enforce University policies by seeking voluntary compliance, documenting the incident, and if necessary, requesting assistance from university police. Enforce parking violations when observed. Identify and report violations of law to the university police. Make private persons arrests in conjunction with the police when necessary. Document all enforcement activities and/or student conduct referral actions utilizing the police CAD system (RIMS) or T2 parking database system. Properly utilize law enforcement computer and records information in compliance with university policy and DOJ Regulations PC 502.</p>	20%

Employee Name:

Description of Responsibilities:	(%) Percent of Time
Assist campus police with special events and during times of emergency; providing general information to the public; participating in crime prevention and community engagement activities; providing safety escorts and citizen assistance; and documenting SDSU student rules and regulation violations for referral to student judicial conduct. Staff fire-watches during regularly assigned shifts on an overtime basis when fire alarm systems malfunction.	10%
Provide crime prevention information to students, faculty and staff, encouraging a collaborative approach at maintaining and enhancing the safety of the campus community. Continuously survey areas and make recommendations for security and safety improvements using crime prevention through environmental design (CPTED) concepts, crime/incident trend analysis, and best practices in technology and security procedures. Providing support and assistance to university police in the prevention of and response to community concerns and public safety issues, as well as support to other administrative and operational support functions as assigned.	10%
Performs other duties as assigned.	10%
Total =100%	100%

V. LEAD WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)

Employee Name:

VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

- Entry to the first level within this classification requires high school level reading and writing abilities and possession of a California Driver's License. The nature of the duties may also require successful completion of a background check, physical and psychological exam and/or the ability to attend Police Officers Standards & Training (P.O.S.T.) programs related to public safety support and dispatch activities. Knowledge of and the ability to learn how to use the applicable public safety related equipment and systems are essential.
- High school diploma or equivalent and three to six months related experience would normally achieve these entry qualifications.

B. Skills, knowledge, and abilities required for this position that are based on the classification standards

- Security and related public safety support assignments involving patrolling grounds, facilities, buildings and parking lots.
- Day-to-day work is performed independently under general supervision with closer supervision for new or more complex/sensitive assignments.
- Assignments involve the regular use of judgment and discretion to solve problems and address situations. Courses of action are guided by established protocols requiring limited interpretation of policies.
- Assignments involve ongoing interaction with the campus community, general public, and campus and community law enforcement. Interaction often requires tact and discretion.
- Working knowledge of applicable procedures and regulations related to campus security, public safety, and parking.
- Working knowledge of alarm and radio systems.
- Ability to detect and respond appropriately to potential hazardous or crime situations.
- Ability to observe and recall details and incidents.
- Ability to act and resolve parking and traffic problems.
- Ability to write standard incident reports in a clear and concise manner.
- Ability to interact effectively with a wide range of individuals including the campus community, general public and law enforcement personnel.
- Ability to handle sensitive situations with tact and confidentiality.
- Coordination of security functions and daily operations.
- Lead work direction is often provided including setting work schedules, making assignments, monitoring performance, and training staff.
- Day-to-day work is performed independently under general supervision. Work is supervised in terms of overall accomplishments.
- Projects involve such activities as the formulation, compilation and maintenance of applicable records. May also involve research and operational analysis to develop recommendations for procedural changes.

Employee Name:

- Work involves addressing a wide range of problems that require independent judgment and discretion and may require interpreting policies and developing recommendations for new procedures and protocols.
- Contacts include a wide variety of individuals at all levels on the campus and the general public and may include providing specialized training to the public on defensive techniques.
- Thorough knowledge of applicable procedures and regulations related to parking, traffic control, security and/or public safety. Familiarity with the California Penal Code.
- Ability to read and interpret a variety of laws, rules and regulations.
- Working knowledge of police department radio codes and equipment. Ability to use applicable automated and computerized public safety systems and databases.
- Ability to plan and schedule unit work and provide lead work direction to others.
- Ability to independently make effective decisions and judgments in emergency situations.
- Ability to analyze operational issues and recommend procedural changes.
- Ability to establish and maintain cooperative working relationships with campus community, public and applicable law enforcement agencies.
- Ability to convey clear, concise communications and directions and conduct training for staff and the campus community.
- Ability to write reports and draft operating procedures.

Machines, tools, equipment, software, and motor vehicles used in the performance of duties:

- Google Office Suites
- Microsoft Office Suite
- Adobe
- Computer Aided Dispatch software
- Records management software
- Portable 2-way Communications radio
- Hand-held parking citation device
- Assigned vehicles including automobiles, trucks, and off-road vehicles.
- OC Spray
- Taser
- Handcuffs
- Flashlight

C. Specialized skills required for this position

-

D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

VII. PREFERRED QUALIFICATIONS:

Employee Name:

- College level coursework in criminal justice or code enforcement is desirable.
- At least one (1) year of full-time experience in police-related service such as communications, code or law enforcement, evidence collection, police or court records administration, animal control or a related public contact activity.
- Requires completion of Penal Code 832 course within six months of employment in order to allow issuance of citations.
- CA Bureau of Security and Investigative Services (BSIS) Security Guard Registration (i.e., Guard card) with a BSIS Tear Gas Permit and Baton Permit – must be obtained within 1 year of hire.
- Clery Act Training
- First-aid / CPR / AED / BBP
- Defensive and De-Escalation Tactics
- Supplemental security related training through the California Bureau of Security and Investigative Services (BSIS) and Peace Officer Standards and Training (P.O.S.T.)

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment

Date

Appropriate Administrator Signature

Date

Classification & Compensation Services

Date

Employee Name:

Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
O	Bending (neck)	O	Reading & Comprehending
O	Bending (waist)	O	Writing
O	Climbing	O	Performing Calculations
O	Crawling	F	Communicating Orally
O	Kneeling	O	Reasoning & Analyzing
O	Pushing/Pulling	F	Decision Making
O	Sitting	O	Directing/Coordinating Others:
O	Squatting		Other:
C	Standing	Environmental Working Conditions	
O	Twisting (neck)	C	Exposure to variations in temperature/humidity
O	Twisting (waist)	O	Exposure to chemicals, gases, dust or fumes
F	Walking	O	Operates machinery or drives motorized equipment
O	Handling Objects	O	Exposure to bio-hazards
O	Manual dexterity	O	Working in normal office environment
O	Reach above/below shoulder	C	Working outside with various weather conditions
O	Using foot controls	F	Uses specialized equipment
	Other:		Other:

Employee Name:

Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

Employee Name:

10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

Employee Name:

Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
1	Forecast	1	Define Roles
1	Set Program Goals	1	Give Input to Position Descriptions
1	Determine Budget Allocations	1	Determine Selection Criteria
1	Establish, Implement, Revise Policies	1	Recruit/Interview/Select
		1	Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
1	Describe Relationships Between Functions	1	Initiate Corrective Action
1	Define Department/Divisional Structure	1	Authorize Formal Discipline
1	Establish Priorities to Meet Goals	1	Administer Collective Bargaining Agreements
1	Schedule Work for Employees	<u>1</u>	Prepares/Investigates Grievance Awards and Complaints
1	Implement procedures	1	Formulates/Represents University Position for Formal Grievances/Complaints
1	Determine work methods		
1	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
1	Educate	1	Determine Performance Standards
1	Delegate	1	Authorize/Approve Awards
1	Coordinate	1	Prepare Performance Evaluations
1	Coach/Train/Develop	1	Observe/Follow-Up on a Daily Basis
1	Recommend Formal Training	1	Correct Work/Behavior Problems
1	Motivate		
1	Instruct/Demonstrate		
1	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
1	Describe Relationships Between Functions		
1	Define Department/Divisional Structure		
1	Establish Priorities to Meet Goals		
1	Schedule Work for Employees		
1	Establish deadlines		
1	Implement procedures		
1	Determine work methods		
1	Balance multiple tasks/projects		

Employee Name:

Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

Position Description fall is yellow highlighted area below:

