

## **CAMPUS SAFETY CORPORAL**

**DEPT: CAMPUS SAFETY**

**HOURS: 40 HOURS PER WEEK**

**FT/PT/TEMP: FULL-TIME**

**EXEMPT STATUS: NON-EXEMPT**

### **BRIEF DESCRIPTION:**

The primary function of a Campus Safety Corporal is to provide for the protection of life and property on seminary property. This may be accomplished by vehicle, foot, and/or bicycle patrol of campus roadways, walkways, parking lots, administrative and academic buildings and residential areas located on campus as well as satellite locations. Duties include but are not limited to the following:

### **Specific Job Responsibilities:**

The Campus Safety Corporal will be responsible for a variety of duties. He/she must have an understanding of customer service, basic exemplary leadership concepts, accept the philosophy of Community Oriented Policing, be able to interpret and enforce California Penal and Vehicle code laws and how they apply to the FTS community and be able to discharge the duties within that context. These specific duties may include but are not be limited to the following:

- Interact positively with campus community members on a daily basis and assist members in identifying potential safety and/or criminal problems.
- Assist the Pasadena Police Departments Crime Prevention Officer in developing programs for the FTS campus community and act as a liaison to students, staff, and the neighboring community for appropriate crime prevention.
- Patrol as directed on campus grounds on foot, bike, and/or motor vehicle.
- Enforce traffic laws, state statutes, and seminary policies where necessary.
- Identify and report/correct potential safety hazards.
- Unlock/secure appropriate buildings/rooms and facilities as directed.
- Assist pedestrians or motorists in need of assistance.

- Assist with traffic investigations on campus including vehicular traffic enforcement.
- Conduct preliminary criminal investigations and make arrests when necessary.
- Monitor traffic and/or parking conditions and provide appropriate direction and enforcement as needed.
- Testify in court and assist local agencies as required.
- Directly contribute to the training of new officers.

### **Campus Safety Corporal**

#### **Page 2**

- Assist in the supervision of the information kiosk.
- Assist in the supervision of the student cadet program
- Serve as a lead worker to other officers.
- Manage the parking management system.
- Process all parking requests in a timely manner
- Manage all parking related equipment
- Assesses other needs in regards to parking request
- Assist in the planning and coordination of special events on campus.
- Perform other services and security related duties as assigned.

#### **Required Qualifications:**

- Must undergo and pass department administered oral interview.
- Must submit to and pass a thorough personal and criminal background check.
- Must have strong human relations skills with the ability to interact positively with a diverse seminary population, and the ability to develop and implement problem solving techniques within the institution.
- Must demonstrate strong leadership skills.
- Must have the ability to communicate effectively.
- Must have the physical ability to assist with the rescue of sick and injured persons on campus.
- Must be able to function on foot patrol and make physical arrests when necessary.
- Excellent analytical skills and ability to operate effectively during major emergencies and stressful situations
- Must be able to assist in the training of new officers in the Community Oriented Policing philosophy.

- Must have a strong emergency management and preparedness background and the ability to assist the Assistant Director/Lieutenant with emergency preparedness programs e.g. CERT and building monitor programs.
- Must have a valid California driver's license and the ability to operate all equipment in the campus safety vehicle.
- Must maintain a lifestyle in consonance with sound Christian principles and those adopted by Fuller Theological Seminary.
- Must be able to assist in the training of new officers in the Community Oriented Policing philosophy.
- Must be able to work outdoors in inclement weather for extended periods of time.
- Upon a job offer, each candidate must complete and pass a psychological examination.
- Upon a job offer, each candidate must complete and pass a Taser certification course.
- Each candidate must be at least 20 years of age by the date of hire.

### **Campus Safety Corporal**

**Page 3**

#### **Preferred Qualification:**

- Completion of California POST level I, or II Academy within the past five years.
- Previous work experience in an Institution of Higher education or equivalent Seminary/University campus safety environment.
- Five years progressive experience in public safety/security related field.
- Posses a current California guard card issued by the Bureau of Security and Investigative Services.
- Posses a current First aid/CPR and AED certificates.
- Possess appropriate certification for the use of pepper spray and collapsible baton.
- Completion of the PC 832 course (powers of arrest) within the past 3 years.

**Payroll Status:** This is a Fulltime benefited hourly staff position.

**Line Supervision:** Assistant Director/Lieutenant

**Functional Supervision:** Chief

Supervision of Others: Supervision of cadets, officers, and kiosk staff attendants. May supervise seminary personnel during crisis situations.

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