

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY PATROL OFFICER

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - 07/20/05

SUMMARY: Perform security and crime prevention work by patrolling assigned areas; to observe and record incident information; answering calls and complaints; to gather information regarding incidents and complaints; to call on authorized law enforcement agencies when crimes occur; and to perform other job related work as required.

SUPERVISION: Receives direct supervision from the Security Sergeant. Provides shift supervision to Gate Officers and other Patrol Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs patrol on an assigned shift; conducts property checks on businesses and homes for burglary and other security problems; request and record information from observers and other persons;
- assists with a variety of emergencies; issues citations for misdemeanors and infractions; assist outside agencies as needed;
- prepares reports of incidents and observations; contact victims, witnesses, and suspects for additional information as required; identify suspects or vehicles involved in an incident; secures voluntary statements from those suspected of involvement in incidents;
- has responsibility for preserving evidence at the scenes of incidents and crimes; appears in court proceedings when summoned; contacts responsible public safety agencies for dealing with potential criminal incidents, booking, and transportation of persons;
- performs traffic control assignments; assists with accident investigations; performs a variety of security and crime prevention assignments;
- substitute for or assist gate control officers as needed;
- enforce homeowner associations non-architectural rules;

- assist in training other Patrol and Gate Officers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills in: Use and care of fire arms and other special equipment utilized in security and crime prevention activities.

Ability to perform a variety of security and crime prevention assignments. Voluntarily secure information from others at the scene of incidents. Demonstrate keen abilities of observation and memory. Think clearly and act quickly in emergency situations. Understand and carry out oral and written directions. Prepare accurate incident and case reports. Use safety dispatch and other records systems. Tactfully and effectively represent the District in a variety of contacts. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

One year of experience in security, crime prevention patrol activities, preferably including preliminary investigative work; *or*

College level coursework in law enforcement, police science, criminology or a closely related field is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card and Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.