

San Diego Community College District

NANC JOB DESCRIPTION

Title: Community Patrol Assistant

Unit: Non-Academic/Non-Classified Service

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Job Code: N1180

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, patrol District property, campuses, and adjacent areas to protect property, enforce rules and regulations, deter criminal activity, and respond to other problems.

DESIRABLE QUALIFICATIONS:

Knowledge of District and campus rules, regulations, and procedures regarding parking, safety, and conduct. Ability to be alert and aware of surroundings, recognize anything out of the ordinary, and quickly determine the best course of action; enforce pertinent rules and regulations with tact, firmness, and diplomacy; read, write and speak English; understand and follow oral and written directions; and establish and maintain effective working relationships. Experience interacting effectively with diverse groups of people in a positive, helpful manner.

TYPICAL DUTIES INCLUDE:

- Patrol District property, school campuses, and adjacent areas to ensure security and student safety.
- Enforce rules and regulations on District and campus property and adjacent areas.
- Screen persons entering school grounds and report presence of unauthorized persons.
- Assist in crowd control, supervise parking and seating, and direct traffic.
- Monitor people and buildings in an effort to prevent crime.
- Give directions and information to visitors and members of the college community.
- Record incidents observed while on patrol; notify supervisor as necessary.
- Maintain files and records.