



JOB DESCRIPTION

Job Title: Security Officer

Department: Security

Title of Immediate Supervisor: Assistant Director of Security

Revision Date: February 2013

FLSA: Non-Exempt

Annual Hours & FTE: 2080

Account Number: 01-63637-00000-00000-51004

Date Hired:

Name:

Signature:

Occupational Summary: The primary responsibility of the security officer is assisting in providing a safe and secure campus environment so students, faculty, and staff can focus their attention on learning and conducting the business of the College. The security officer will assist in fostering an optimal learning environment by patrolling the campus, ensuring facilities are accessible or secured at appropriate times to the appropriate individuals, monitoring visitors, enforcing school policies, reporting unsafe or unhealthy conditions, acting as a deterrent to unsafe or poor behavior, and assisting administrators and/or public officials with emergency or investigative situations. The work is performed with some degree of independence for immediate action following college policies and security department standing orders and procedures. The security officer reports to and is supervised by the Assistant Director of Security.

Characteristic Duties and Responsibilities:

1. Interacts in a professional manner with students while building and maintaining relationships that allow students to feel comfortable in approaching and communicating with the officer.
2. Patrols designated buildings and grounds of the College campus on a continuous basis in order to identify and assess situations that may affect the security and safety of the College.
3. Protects life and property of the College and College community. Reports unusual or suspicious activities and inappropriate use of College facilities or property.
4. Performs daily checks of campus buildings to include locking and unlocking entry doors, checking authorized building uses, monitors for safety concerns and hazards, and reports malfunctions to Physical Plant.
5. Patrols and inspects mechanical equipment areas and reports malfunctions to Physical Plant.
6. Responds to emergencies or preliminary investigations of incidents in a timely manner, including but not limited to, medical / psychological / emotional emergencies, natural disasters, trespassing, theft, vandalism, threats of violence and disturbances. Identifies the source or cause of the problem, handles it effectively, and coordinates with appropriate campus or other public officials.
7. Completes necessary administrative forms / reports related to incidents, to include gathering of pertinent information from participants and/or witnesses.
8. Maintains regular radio contact with dispatcher to clock in, reports any unusual situations, and to request back up when necessary.
9. Appears in court regarding incidents that occurred in the campus community when necessary.
10. Provides directions and assistance to students, employees, and the general public in a courteous and efficient manner, and provides personal escorts when requested or needed.
11. Checks identification cards as necessary.
12. Conducts fire and other safety equipment inspections as scheduled or needed.
13. Provides transportation for hospital trips and bank runs when necessary.
14. Performs other similarly related duties as assigned or required.

Credentials and Experience:

1. High school diploma or equivalent.
2. Formal training or equivalent experience in a related field preferred.

Knowledge, Skills, and Abilities:

1. Must display strong interpersonal skills and have the ability to communicate effectively while maintaining strong working relationships with faculty, staff, students and the general public.
2. Ability to maintain total confidentiality due to the sensitive nature of some security department operations.
3. Ability to exercise sound judgment and function in a calm and effective manner under stressful conditions.
4. Ability to accomplish assigned tasks while working within the framework of OSHA safety regulations that govern procedures of personal safety, chemical, and equipment usage.
5. Ability to operate security vehicles and other maintenance tools, and wear a uniform as designated by S.O.P.
6. Ability to produce accurate and detailed written reports as required by S.O.P.

Special Requirements:

1. Must be bondable.
2. Must have, or be able to obtain within one year or less of employment, approved basic first aid and CPR/AED certifications.
3. Must have and maintain a valid U.S. driver's license and be insurable under College guidelines.
4. Must have a telephone for contact regarding work-related issues.
5. Must be willing and available to work overtime when required.

Physical Requirements:

The physical demands of this position include:

- a. Considerable walking and climbing stairs in all weather conditions.
- b. Ability to independently lift up to 40 pounds frequently and up to 75 pounds occasionally.
- c. Ability to perform bending squatting, twisting, crawling, and climbing.
- d. Ability to stand or walk for long periods of time and freely traverse campus.
- e. Ability to climb stairs and ladders up to 30 feet.
- f. Visual ability to safely and effectively operate equipment.
- g. Hearing and speaking abilities to effectively communicate through radio equipment and in person.
- h. Must maintain physical fitness standards so as to perform rescues, detention of suspects and other physically demanding assignments. May exert in excess of 100 pounds of force in restraining or transporting individuals.

The intent of this job description is to provide the general nature and level of work required of employees who are assigned to this classification and shall not be constructed as an all-inclusive list of duties and responsibilities. Employees may be instructed to perform job-related duties and responsibilities other than those specifically presented in this description.