



Job Description

Campus Safety and Security Officer I

JD: 2019
Pay Grade: G03

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required:

Minimum Education Requirements: High school diploma or G.E.D.

Direct Supervisor: Coordinator of Campus Safety and Security.

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Campus

Certification: Valid driver's license. First Aid and CPR certification.

Job Summary: This position is responsible for protecting individuals on campus property and maintaining the security of campus buildings, facilities, parking lots, walkways, and grounds of the College.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Act as first responder to all campus emergencies, medical and criminal, that could potentially be hazardous and/or life threatening.
- Enforce campus policies and procedures as may relate to safety and security concerns.
- Assist Residence and Student Life with enforcement of hall regulations and Code of Conduct Violations.
- Make regular inspection tours of the campus facilities noting unusual occurrences.
- Watch for trespassers, fire, water leaks, or other circumstances which could lead to loss or damage to property and equipment.
- Unlock buildings as scheduled for events and ensures all windows and doors are locked as scheduled.
- Observe and report hazardous conditions to management.
- Ensure inside and outside lights are turned on/off as required and informs supervisor when any electrical or mechanical system is malfunctioning.
- Ensure only authorized persons are admitted to the campus while on duty.
- Direct visitors and assists as necessary.
- Monitor parking lots and direct traffic and parking as necessary.
- Enforce campus traffic regulations including parking, and speeding.
- Enforce campus policies including smoking, alcohol usage, and drug usage.
- Observe weather conditions on campus and report dangerous or unusual weather-related activity to management.
- Complete investigations of College violations, including viewing camera footage, talking with witnesses, and writing incident reports.
- Act as a liaison for the College with local law enforcement.
- Provide awareness education/information on an informal basis to students and employees during other duties.
- May be required to perform incidental custodial and maintenance duties as required.
- Performs other duties as assigned.



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Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Current policies, procedures, and strategies of public safety and security.
- Customer and personal services.
- Computer software used within department to include but not limited to Microsoft Office, Excel, and Access.

Skills

- Strong written and oral communications and relational skills.
- Establishing and maintaining effective working relationships with faculty, staff, students, and members of the public.
- Composing and writing reports, forms, and memos.
- Strong organizational skills with attention to detail.

Abilities

- Responsible for being on-call, working odd shifts, possible weekends, and holidays.
- Monitor, supervise, and train employees.
- Work independently.
- Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting.
- Must regularly stand or walk for extended periods of time.
- Must always be accessible for phone communication.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date