



# 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.



# Job Description

## Campus Safety and Security Officer I

JD: 2019  
Pay Grade: G03

---

### 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.

---



**Job Description**  
**Campus Safety and Security Officer I**  
JD: 2019  
Pay Grade: G03

---

**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