

## **Security Officer**

### **Job Description**

#### **Education:**

Associates degree in Criminal Justice, Law enforcement or corrections with 2+ years experience or 5+ years of experience in related field required. CPR required or obtained within 90 days of hire.

#### **Experience:**

Exp. in higher education preferred. Knowledgeable applicable federal, state, county, city rules, laws, regulations, codes and policies. Ability to establish and maintain cooperative and effective working relationships with others as well as operate equipment including two-way radios, cameras, and computer. Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community.

#### **Reports to:**

Director of Human Resources

#### **Purpose:**

To provide personal and property security for faculty, staff, students, and visitors within an assigned area of the campus. Provides escort services and other basic public assistance services as needed. Remains alert to emergency situations and provides first-line response, emergency management, and/or referral if required. Maintain adherence of college to all security related federal and state regulations.

#### **Responsibilities:**

- Patrols assigned area on foot, including, but not limited to building, classrooms, parking lots, parking deck to maintain security.
- Examines doors to ensure security; uses college keys to open and close buildings; monitors closed building for unauthorized persons and/or suspicious activities.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Provides security escort for visitors, students, staff, and faculty as needed on the campus; provides other public assistance, such as lock out services, jump-starts, and routine information.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, ie: MMCI security, policy, fire, and/or ambulance personnel, as required.

- Remains alert for the presence of unauthorized persons and/or security violators; approaches suspicious persons; may confront and/or detain violators, as required, until police arrive.
- Performs quarterly rounding ensuring emergency call boxes and/or street lights are properly functioning; reports malfunctions as required to building maintenance.
- Patrols and monitors assigned parking areas and parking garages to provide security and assistance and issue warning/tickets as appropriate.
- Prepares weekly and monthly standardized reports.
- Ensure thorough knowledge of and complying with the Clery Act, including the logging and the annual report.
- Active member of the Emergency Management Team and other committees as needed.
- Maintains oversight of student workers if assigned to the work area.
- Serves as liaison between law enforcement, administration, faculty/staff.
- Appears in court as a witness if required.
- Interviews and takes appropriate action to assist crime victims.
- Records and documents incidents in a daily log.
- Ensures the proper writing of reports, daily logs and proper preservation of found property and evidence.
- Attend programs on crime prevention, defense tactics, crisis intervention, legal updates throughout the year.
- Prepare clear, concise and comprehensive incident and statistical reports.
- Work with confidential information with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Performs other duties as assigned or required.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

**COMMUNICATION:**

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.