

CAMPUS SECURITY OFFICER

GENERAL STATEMENT:

Provides for the safety of students, faculty, and staff and the security of all College buildings and property by preserving law and order and enforcing regulations.

REPORTS TO:

Campus Police Chief

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Prefer one (1) year experience as a security/safety officer.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Prevents crimes and protects property on College lots, buildings, and surrounding area.
- Controls traffic including issuing traffic and parking violations to insure smooth flow of traffic.
- Routinely performs foot or mobile patrols to insure security of College lots, buildings, and property.
- Assists individuals whose vehicles have become disabled.
- Provides directions and assistance to campus visitors.
- Prepares offense reports and/or accident reports documenting details for possible court records.
- Assists in evacuations during fire or bomb threats and provides emergency first aid in the event of injury.
- Reports traffic, safety, and/or security infractions to proper authorities.
- Operates two-way radio.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be subjected to adverse working conditions or physical conditions including possible injury in apprehension of violators of codes.
- Should be proficient in the use of police equipment and familiar with state and federal laws concerning the use of force.
- May be required to work irregular hours (nights, weekends, holidays, etc.).

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 9/18/01

Revised: 2/7/2011

JD131A