

# Campus Safety Officer

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## Job Description

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### Position Information

Position Title	Campus Safety Officer
Position Number	
Department	Campus Safety
Reports to (Title)	Director of Campus Safety

### Seated Employee

Employee First Name

Employee Last Name

### Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

### Job Summary

Under supervision of the Director of Campus Safety performs tasks in support of the college's safety and security operations. Maintains a safe and secure environment for students, faculty, staff and visitors by patrolling and monitoring safety and security conditions on college property and responding to calls for service.

### Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.

High school diploma or general education degree (GED)

If a specific degree, certification, license, or registration is necessary, please list.

Or an equivalent combination of education, training, and experience.

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.

One year or more

### Preferred Qualifications

Valid Driver's License Clean background check First Aid certification, including CPR and defibrillation training

FLSA Category

Non-Exempt

Staff/Faculty

Staff

Employment Status

Full-Time

<b>Employment Category</b>	Regular
<b>Essential Staff (emergency situations)?</b>	Yes
<b>On-Call?</b>	No

**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

**Responsibility**

- Uniformed patrol of campus in vehicles and on foot in all weather conditions, day or night.
- Secures premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment, and access points; permitting entry.
- Monitor and authorize entrance and departure of students, faculty, staff and visitors to guard against illegal or threatening activities, theft and to maintain security of premises.
- Warn persons of rule infractions or violations, and/or evict violators from premises.
- Controls traffic by directing vehicles and pedestrian traffic.
- Observe and detect any criminal activity and/or violations of the College's rules and regulations, as well as state and federal laws.
- Responds to unusual circumstances and secures emergency aid when needed, with moderate discretion for independent judgement.
- Prevents loss and damage by reporting irregularities, informing violators of policy and procedures, restraining trespassers and reporting building and facility related issues such as flooding, poor or faulty lighting, trip hazards, etc.
- Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.

**Percentage Of Time**

35

**Responsibility**

- Answer telephone calls to take messages, answer questions, and provide information to community members.
- Take emergency and routine calls for service, record the details of the calls, dispatch appropriate security resources (local police, fire, EMS, etc.) and provide details to those responding.
- Watch alarm systems and/or video cameras and operate detecting/emergency equipment.
- Demonstrate working knowledge and application for all relevant Rules and Procedures, Standard Operating Procedures, and Emergency Response Protocols relevant to their duties and responsibilities as a dispatcher.
- Interact with and monitor a variety of electronic database systems as end users, to including computer aided dispatch, video based surveillance system, access control system, and campus wide alarm system.
- Communicate with Grinnell Police Department (GPD), Grinnell Fire Department (GFD), and Midwest Ambulance Service, Emergency Medical Service (MAS/EMS), and other Federal, State, and County Law Enforcement agencies that provide for public safety in the immediate surrounding areas.
- Responsible for important emergency and routine notifications to a variety of College and outside officials, including the Safety and Security command staff, Facilities Management staff, Residential Life Coordinators (RLC), Student Health and Counseling Services staff (SHACS).
- Monitor all security and life safety systems on campus to assure that they operate properly and to respond as needed.

**Percentage Of Time**

35

**Responsibility**

- Providing professional and courteous service to the College's visitors, callers, other agencies, and vendors.
- Expected to help solve problems or direct people to the appropriate person who can assist them.
- Support all College departments, particularly Residence Life, Student Affairs, and Facilities Management.

**Percentage Of Time**

15

**Responsibility**

•Conducts investigations of incidents, including interviewing witnesses. •Completes detailed and accurate reports by recording observations, information, occurrences, surveillance activities, and witness interviews. •Files completed reports with the appropriate officials, as required.

**Percentage Of Time**

15

**General Responsibilities****General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

**Supervisory Responsibilities**

**Does this job have supervisory responsibilities?**

No

**If yes, then check all that are supervised by this position.**

**Supervise Student Staff**

No

**If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)**

**Supervise Non-Exempt Staff**

No

**If you supervise non-exempt staff please enter the number.**

**Supervise Exempt Staff**

No

**If you supervise exempt staff please enter the number.**

**Select the level of supervision that this position provides.**

## Supervision Received

Select the level of supervision that this position receives from their supervisor.

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

## Computer Operations

Please check one of the following

Basic personal computer skills including electronic mail, word processing, etc.

## Travel

Please check one of the following

No travel required.

## Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

## Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	Over 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	Under 1/3
- Essential or Marginal?	Marginal
Using logic to define problems, collect information, establish facts,	1/3 to 2/3

**draw valid conclusions, etc**

- Essential or Marginal? Essential

**Making decisions of moderate to substantial consequence** 1/3 to 2/3

- Essential or Marginal? Essential

**Performing mathematical calculations** Under 1/3

- Essential or Marginal? Marginal

**Editing reports or technical materials** Under 1/3

- Essential or Marginal? Marginal

**Planning and organizing (work load, schedules, events, etc.)** 1/3 to 2/3

- Essential or Marginal? Essential

**Handle stressful, emotional and/or frustrating situations** Over 2/3

- Essential or Marginal? Essential

**Working with numerous distractions** 1/3 to 2/3

- Essential or Marginal? Essential

**Working under a time pressure and within timelines/deadlines** Under 1/3

- Essential or Marginal? Marginal

**Coordinating work with others** 1/3 to 2/3

- Essential or Marginal? Essential

**Handling multiple assignments and priorities** Under 1/3

- Essential or Marginal? Marginal

**Completing work in an accurate manner** 1/3 to 2/3

- Essential or Marginal? Essential

**Concentrating - maintaining attention to details and task** 1/3 to 2/3

- Essential or Marginal? Essential

**Memory functions (remembering names, details and procedures)** 1/3 to 2/3

- Essential or Marginal? Essential

**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

**Remaining in a stationary position** Over 2/3

**Traverse/move locations** Over 2/3

<b>Ascend or descend between floors</b>	Over 2/3
<b>Reach with hands and arms</b>	Over 2/3
<b>Ascend or descend ladder</b>	1/3 to 2/3
<b>Position self to access small or restricted spaces</b>	Under 1/3
<b>Communicate or exchange information</b>	Over 2/3
<b>Detect specific flavors or odors</b>	Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

<b>Weight lifted or force exerted: up to 10 pounds (with or without assisted device)</b>	Over 2/3
<b>Weight lifted or force exerted: up to 25 pounds (with or without assisted device)</b>	Under 1/3
<b>Weight lifted or force exerted: up to 50 pounds (with or without assisted device)</b>	Under 1/3
<b>Weight lifted or force exerted: up to 100 pounds (with or without assisted device)</b>	Under 1/3
<b>Weight lifted or force exerted: more than 100 pounds (with or without assisted device)</b>	Under 1/3

**Please check one of the following** Light physical activity performing non-strenuous daily activities.

**Does this job have any essential vision requirements? Check all that apply.** Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)

#### Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

<b>Wet or humid conditions (non-weather)</b>	1/3 to 2/3
<b>Extreme cold (non-weather)</b>	1/3 to 2/3
<b>Extreme heat (non-weather)</b>	1/3 to 2/3
<b>Outdoor weather conditions</b>	Over 2/3
<b>Work near moving mechanical parts</b>	Under 1/3
<b>Work in high, precarious places</b>	Under 1/3
<b>Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)</b>	Under 1/3

<b>Toxic or caustic chemicals</b>	None
<b>Work with explosives</b>	None
<b>Risk of electrical shock</b>	Under 1/3
<b>Vibration (i.e. operating jackhammer, impact wrench)</b>	None
<b>Risk of radiation</b>	Under 1/3
<b>Confined Spaces</b>	Under 1/3
<b>Please check one or more of the following locations where this job would work</b>	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation., Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)
<b>How much noise is typical for the work environment of this job? Check the appropriate level below.</b>	Moderate noise (examples: business office with computers and printers, light traffic)

#### **Additional Information**

**Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.**

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## **Position Documents**

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No documents have been attached.