Title: Security Officer 1

Pay Scale Group: 23

Essential Function

Under close supervision from university law enforcement officer or supervisor, checks and reports on safety and security conditions of grounds and/or buildings and/or equipment and/or investigates crimes, complaints or accidents, plus may perform any of the following as assigned; assists in apprehensions or detain violators or clients; assists law enforcement officers and firefighters during emergencies and/or enforces motor vehicle regulations.

Characteristic Duties

1. Work under close supervision.
2. Maintain security of grounds and/or buildings.
3. Contact and communicate with citizens.
4. Enforce parking regulations and issue citations.
5. Intervene in conflicts between individuals and groups.
7. Testify in court.
8. Complete radio and telephone communications.
9. Take field notes.
10. Prepare narratives, summaries and incident case paperwork with supervision.
11. Preserve and protect crime scenes.
12. Write incident and other related reports.
15. Use proper protective equipment.
16. Assist stranded motorist.
17. Collect and properly route lost and found property.
18. Follow and report suspicious vehicles or persons.
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21. Investigate unusual odors and sounds.

22. Enforce University rules and regulations, with supervision.

23. Use less than lethal force when appropriate.

24. Drive security vehicle.

25. Conduct proactive patrol.

26. Assist medical staff with restraints of patients.

27. Assist medical staff with locating AWOL patients.

28. Participate in COP programs with supervision.

29. Detain offenders with supervision.

30. Maintain custody of offenders with supervision.

31. Monitor and investigate intrusion, fire and CCTV alarms.

32. Assist police officers and fire fighters as needed.

33. Escort persons as appropriate.

34. Perform related duties based on departmental need.

Unusual Working Conditions

- Security hazards. Rotating shifts and off days (must be able to work any shift). Work holidays. Overtime may be mandatory. Ability to climb stairs and to run after suspects. Must maintain agility and physical fitness. May work in inclement weather.

Minimum Qualifications

- High school diploma/GED equivalency. Must be 18 years of age. No criminal record. A valid driver’s license. Must pass background investigation and polygraph examination.

Career Path

- An SO 1 will be eligible for promotion to SO 2 provided the employee completes all requirements of SO 1, has good performance reviews and satisfactorily complete probation, meet minimum qualifications of SO 2, and is in good attendance standing according to the departmental discretionary leave policy. The employee must submit a written request to progress to the next level.

Last updated: September 2004