Title: Security Officer 2

Essential Function

Under general supervision from university law enforcement officer or supervisor, check and report on safety and security conditions of grounds and/or buildings and/or equipment and/or investigate crimes, complaints or accidents, plus may perform any of the following as assigned: assist in apprehensions or detain violators or clients; assist law enforcement officers and firefighters during emergencies and/or enforce motor vehicle regulations.

Characteristic Duties

1. Perform duties of Security Officer 1, but without close supervision.
2. Engage in non-arrest custodial situations.
3. Engage in investigative detention situations.
4. Develop problem-solving plans to address community problems.
5. Conduct interviews.
6. Conduct surveillance of individuals and locations.
7. Conduct self-initiated patrol.
8. Disseminate information to appropriate resources.
9. Recruit information to appropriate resources.
10. Recruit information sources
11. Review information on criminal activity in an area.
12. Operate special departmental equipment.
13. May be assigned to special assignments (branch campuses, public safety front desk, parking services, keys and ID).
14. Fingerprint civilians and applicants.
15. Perform related duties based on departmental need.
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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 meet all requirements of Security Officer 1; or at least one year experience as a Security Officer. Fifty (50) classroom hours of special/advanced security training (college courses and seminars). No criminal record. A valid driver’s license. Must pass background investigation and polygraph examination.

Career Path

- An SO 2 will be eligible for promotion to SO 3 provided the employee completes all requirements of SO 2, has good performance reviews and satisfactorily complete probation, meets minimum qualifications for SO 3, 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