

DUTIES AND RESPONSIBILITIES OF CAMPUS SECURITY STAFF

Security staff have the responsibility for providing a safe and secure campus environment for students, staff, faculty, and visitors. The duties and responsibilities of security staff include, but are not limited to, the following:

1. Provide campus security that responds to the needs and requirements of students, faculty, staff, and visitors.
2. Serve proactively in promoting safety and security by demonstrating, communicating, and delivering services accordingly.
3. Prevent crime, maintain the peace, resolve conflicts, assure orderly vehicular traffic and parking, and promote good order.
4. Ensure College policies and procedures related to safety and security are followed.
5. Effectively provide security for all College assets, including building and property security, and monitoring security systems accordingly.
6. Perform both foot and vehicle security/safety patrols as directed in order to minimize and deter the occurrence of crime, protect the peace, and serve the interests of the College.
7. Enforce campus parking regulations as directed.
8. Complete reports of safety deficiencies, personal accidents, injuries, crime, and security incidents.
9. Escort Business Office staff as requested with cash deposits on campus or to the local bank.
10. In an emergency situation enforce College procedures and direct local fire, medical, or law enforcement to the scene.
11. Notify building occupants to take shelter in the event of severe weather.
12. Upon notification of an emergency, respond immediately and proceed directly to the site; ascertain the nature of the emergency/injury, rendering first aid as priorities dictate.
13. Store and log all items found or turned in as lost property, and return like items as appropriate, and document on applicable form.
14. Regularly schedule and/or recommend service and repairs for the security vehicle.
15. Duties as assigned by the Supervisor.