



Public Safety and Security Officer

Department: Public Safety & Security (PS&S)	Approved Date: 12/16/2016
Reports To: Chris Sasse – Director of PS & S	Team: Operations
FLSA Status: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>
Compensation: B 09 \$22.27 - \$29.70/Hour	Employee Group: Support Staff
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Essential Personnel: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Position Summary:

The Security Officer is the principal College agent responsible for carrying out the campus security functions of Frederick Community College. These functions include the protection of life and property, preservation of the peace and good order the College community and furnishing various services of response, aid and customer service to all campus stakeholders.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Serve as the single point of contact for campus incidents that occur during shift, until a higher ranking campus authority assumes responsibility.
2. Open and secure all classrooms, offices, windows and doors on campus daily or upon request.
3. Continuously inspect the college campus buildings and grounds for fire, safety hazards, maintenance problems and areas where needed patrols are warranted. Report all problems to supervisor or on-call person and ensure problems are logged into daily log.
4. Ability to use security department report writing software.
5. Conduct investigations, collect statements, interview parties involved in an incident, prepare related reports, and testify in criminal or civil proceedings as required.
6. Protect the confidentiality of information acquired through performance of duty.
7. Protect the confidentiality of security department reports and appropriate FCC records.
8. Classified as essential personnel. Responsible for reporting to work during unscheduled college closings as requested by the Chief of Security.
9. Monitor weather conditions and report conditions to the Plant Director as required.
10. Become thoroughly familiar with the security procedures defined in the FCC Security Officer Handbook.
11. Perform regular security rounds as scheduled.
12. Maintain a concise, clear and complete daily log of all events.
13. Be familiar with alarm system procedures and take appropriate action as stated in procedures.
14. Maintain order on campus and report all incidents and accidents as prescribed in procedures.
15. Respond to any emergency situation on campus.
16. Assist any victim of any violation of policy, law or safety procedure. Be able to identify and contact the proper agency for help.
17. Make responsible decisions in the best interest of the campus and following best practices.

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18. Make student/staff ID cards upon request of supervisor.
19. Must administer CPR, first aid and AED when the situation requires.
20. Must carry and utilize tools essential for the position such as Handcuffs, Baton, O.C. Spray, Radio and Duty Cell Phone.
21. Cut keys for college employees.
22. Assist in scheduling exterior door access through Pegasys software.
23. Assist in scheduling interior door access through Tesa lock software.
24. Maintain Tesa lock operation/new batteries and maintenance checks.
25. Follow duty schedule to be determined by the Chief of Security (COS).
26. Rotate shifts and rotate locations as determined by the COS.
27. Work as assigned for coverage of campus holidays, school closings, and school breaks as scheduled by COS.
29. Able to lift up to 50 pounds and work in both seasonal weather conditions.
30. Ability to stand for extended periods of time, walk long distances and traverse stairs.

Required Minimum Qualifications:

1. Associate Degree
2. Five years of experience as a certified law enforcement officer

Desired Qualifications:

1. Bachelor Degree
2. Proficient in second language: Spanish and/or ASL
3. Certifications in First Aid, CPR, EMT, First Responder or other medical response fields
4. Experience with access control
5. Experience with investigations, incident or criminal interviews/interrogations, accident investigations, parking enforcement
6. Demonstrated practical use of firearms
7. Ability to obtain a special police commission
8. Excellent oral and written communication skills

Note: The College reserves the right to change or reassign job duties, or combine positions at any time