



Security Officer (Part-time/On Call)

Department: Public Safety and Security	Approved Date: 7/14/15
Reports To: Chief of Security	Team: Operations
FLSA Status: Non-exempt	Job Status: Part-time
Grade: B09	Job Classification: Variable Schedule

Position Summary:

The Security Officer is responsible to the Chief of Security to provide for the safety and security of all persons and personal property on campus, and also for all college property, facilities and equipment. This position is required to report to work during unscheduled college closings as requested by the Chief of Security.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Perform regular security rounds as scheduled or required.
2. Respond in accordance with the College Emergency Management Plan to any emergency situation on campus.
3. Administer CPR, first aid and AED as appropriate when the situation requires.
4. Open and secure all classrooms, offices, windows and doors on campus daily or upon request.
5. Report all problems to supervisor.
6. Ensure incidents are logged into daily log.
7. Conduct investigations, prepare related reports, and testify in criminal or civil proceedings as required.
8. Maintain confidentiality of information acquired through performance of duty.
9. Maintain confidentiality of security department reports and appropriate FCC records.
10. Monitor weather conditions and report conditions to the Director of Plant Operations or designee as required.
11. Assist any victim of any violation of law, policy, or safety procedure and contact the proper authority or agency for assistance.
12. Create student/staff ID cards upon request of supervisor.
13. Carry tools essential for the position (Handcuffs, Baton, O.C. Spray, Radio and Duty Cell Phone) at all times.
14. Perform other duties as assigned.

Required Minimum Qualifications:

1. Education: High school diploma
2. Experience: Five years of related security experience
3. Valid driver's license
4. Experience and certification for use of O.C. Spray, Handcuffing and Baton

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Desired Qualifications:

1. Previous experience in law enforcement
2. Previous experience in an educational environment
3. Current First Aid CPR/AED Certification, or ability to become First Aid CPR/AED certified at next training session

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