

DRAFT – June 18, 2018

PUBLIC SAFETY JOB FAMILY – SECURITY GUARD

JOB FAMILY CONCEPT: The Public Safety job family is responsible for all aspects of regulatory and legal enforcement and providing a safe campus, institution, and community. Public Safety roles provide environmental health safety and evaluation, emergency preparedness, training and guidance, and protection for students, staff, faculty, general public and environment.

SECURITY GUARD

The Security Guard role performs routine responsibilities including but not limited to personal and community safety and document preparation. Employees in these roles must pass a background investigation and be able to perform shift work.

The **Security Guard** role is distinguished from the **Public Safety Professional** role in that it does not have the authority to enforce federal, state, or local regulations, and does not have the authority to arrest suspects.

SECURITY GUARD

Typical Functions

- Provides loss prevention services
- Completes reports
- Unlocks and locks buildings and may unlock vehicles
- Provides safety escorts
- Monitors access to buildings
- Provides customer service to University faculty, staff, students and visitors
- Provides battery jump-starts for disabled vehicles
- Observes and reports suspicious behavior and safety hazards to appropriate personnel
- May operate University vehicle
- May assist in the opening or closing functions for assigned facilities
- May provide traffic or crowd control
- May serve or be trained in a specialized capacity

Complexity and Decision Making Authority

Employee performs assigned tasks, and follows established policies and procedures; may set priorities and organize work within general guidelines established by supervisor/manager with minimal supervision.

Knowledge, Skills, and Abilities

Excellent verbal and written communication skills. Excellent customer service skills. Ability to use a multichannel radio system. Ability to act calmly during stressful situations. Ability to work with a wide variety of people.

Education/Experience

High school graduation or the equivalent.

License/Certification

Relevant certification may be required to perform specialized functions. Valid driver's license may be required for positions operating a motor vehicle.