DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Security Officer I

DATE: April 1, 2015

DEPARTMENT: Safety and Security

SCHEDULE: Regular, Full-time, 12 months

REPORTING SUPERVISOR: Director

FLSA: Non-exempt

IPEDS: 33

JOB FUNCTION:
Provides safety and protection to Drury University faculty, staff, students, and their property while on campus, and enforces federal, state, and local laws and university regulations such as parking policies, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1. 35%</td>
<td>Ongoing</td>
<td>Patrols university property by vehicle, on foot, and on bike.</td>
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<tr>
<td>2. 34%</td>
<td>Ongoing</td>
<td>Walks throughout the campus entering the buildings and climbing stairs to inspect property. Examines doors and windows and inspects for fire and safety hazards (i.e., unauthorized persons, unusual incidents, and violations of federal, state and local laws, and university policy). Documents any irregularities. Detains violators for arrest by the police department, if necessary. Secures buildings as scheduled each day. Occasionally unlocks buildings for specific requests (i.e., authorized building passes) by authorized personnel (i.e., department heads, vice-presidents, president and faculty).</td>
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<tr>
<td>3. 13%</td>
<td>Ongoing</td>
<td>Answers security cellular phone, and communicates information (i.e., university hours, etc.), provides entrance to authorized students and employees into locked buildings, assists students and employees upon special requests (i.e., escorting into dark buildings, jump-starting cars, etc.). Checks security telephone extension for non-emergency messages and responds to messages. Reports irregularities to Assistant Director of Safety and Security and emergencies to the Director of Safety and Security immediately.</td>
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<tr>
<td>4. 10%</td>
<td>Ongoing</td>
<td>Issues traffic citations to unauthorized vehicles by walking on campus, driving an automatic patrol pick-up truck and/or a bicycle.</td>
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<tr>
<td>5. 5%</td>
<td>Ongoing</td>
<td>Completes daily report, outlining activities during shift, offense reports (for crimes), incidental reports (for non-crimes) (i.e., door not locked after hours, etc.), Campus Vehicle Accident Report, Building Assignment Report, Preliminary Crime Scene Investigation Reports, and so forth.</td>
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<tr>
<td>6. 3%</td>
<td>Ongoing</td>
<td>Using established security department procedure manual, answers and responds to emergency calls, and if necessary, notifies the appropriate emergency personnel.</td>
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MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to inspect the campus.
2. Ability to use a cellular phone, two-way radio and personal computer.
3. Attention to detail in order to notice and record irregularities.
4. Good judgment in order to handle emergencies.
5. Ability to function under pressure in order to respond to and direct emergency situations.
6. Ability to read and write at a level normally obtained in high school in order to record data.
7. Interpersonal communication skills are necessary in order to relate to campus community, visitors, and emergency personnel.
8. Ability to use a baton for self-protection and protection of others.
9. Ability to use a flashlight for night observation.
10. Ability to use handcuffs in order to detain suspects for arrest by the police department.
11. Ability to define problems, collect data, establish facts, and draw valid conclusions.
12. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
13. Ability to ride a bicycle.
14. Written communication skills which support the ability to submit accurate documentation and effectively communicate by legibly writing complete standardized reports of all accidents, injuries, crimes, or other reportable matters.
15. Must possess a valid driver’s license and a satisfactory driving record.

SUPervisory RESPONSIBILITIES:
This job has no supervisory responsibilities.

Physical REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and walk for more than 8 hours per shift, must be able to run in order to respond quickly in emergency situations, and talk or hear. The employee is also regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and occasionally stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision.

work CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate. Extensive walking and climbing. Extensive telephone and two-way radio use.

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