

ROLES AND RESPONSIBILITIES OF SECURITY INCHARGE

- Act as first responder to all campus emergencies, medical and criminal, that could potentially be hazardous and/or life threatening
- Enforce campus policies and procedures as may relate to safety and security concerns.
- Assist Residence and Student Life with enforcement of regulations and Code of Conduct Violations.
- Patrols assigned area on foot. Watch for trespassers, fire, water leaks, or other circumstances which could lead to loss or damage to property and equipment
- Examines doors, windows, and gates to ensure security; uses University keys to get open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- Performs periodic checks of emergency call boxes and/or street lights to ensure proper functioning; reports malfunctions as required.
- May provide safe and efficient transportation to University employees and/or visitors, as requested, using an institutional vehicle.
- Maintains security controls for issued University keys; safeguards and controls issued University equipment.
- Monitor parking lots and direct traffic and parking as necessary. • Enforce campus traffic regulations including parking, and speeding.
- Complete investigations of College violations, including viewing camera footage, talking with witnesses, and writing incident reports
- Prepares routine, standardized reports.
- Serves as Campus Security Incharge. Observe and report hazardous conditions to management. Act as a liaison for the University with local law enforcement
- Performs miscellaneous job-related duties as assigned.