

Alverno College

Non-Exempt Position Description

<u>Position Title:</u>	Safety Officer	<u>Date:</u>	January 2022
<u>Department:</u>	Campus Safety	<u>Status:</u>	Part Time / 12 month
<u>Reports To:</u>	Assistant Director of Campus Safety		

<u>Primary Function:</u>	Working 6pm – 11pm, Wednesday – Friday on alternating weekends and as needed for special events, this position will provide a professional public safety presence on campus in order to promote and ensure the safety and welfare of students, faculty, staff, and visitors. Safeguard property through regular patrols of campus. Monitors and enforces College policies and procedures.
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Principal Responsibilities

1. Perform foot and motor patrols to maintain watch over buildings, grounds, and parking areas. Secure all windows and doors. Appropriately report any defective conditions. Utilize Proxy Unit to record tours. Record detailed information in the computerized daily log and on Alverno Incident Reports.
2. Take appropriate actions in response to incidents involving suspicious persons, medical emergencies, disturbances, fire alarms, trespassers, and any other public safety related calls. Submit reports of all calls and activity to the Director of Campus Safety within 24 hours or sooner as required.
3. Act as First Responder in medical emergencies including providing first aid and CPR. Determine whether outside medical assistance is necessary. Follow procedures for blood-borne pathogens and Exposure Control Plan.
4. May detain individuals threatening harm to self or others utilizing pepper spray and/or handcuffs according to College and department policies/procedures.
5. Maintain high visibility in all public areas and parking lots during events including extra-curricular student activities, college functions, and performances in the college theaters.
6. Consistently monitor all on-campus parking restrictions and administer tickets for vehicles in violation.
7. Test and/or maintain as assigned all life/safety equipment including fire alarms, pull stations, battery powered smoke detectors, and fire extinguishers. Maintain accurate records.
8. Provide courteous and accurate information to members of the college community and visitors.
9. Provide safety escort, upon request, to members of the college community.
10. Provide services and support in cooperation with the Community Advisor (CA) and Resident Life staff in advising or enforcing resident/student policies.

11. Monitor and/or review cameras, reporting or taking appropriate action on any suspicious activities.
12. Perform receptionist, clerical and special project work as assigned.
13. Perform Desk Officer responsibilities in the residence halls if needed. Including, but not limited to:
 - a. Follow proper visitor check-in/out and overnight guest procedures.
 - b. Distribute items available to students for loan with an ID.
14. Incorporate the Alverno Mission into daily tasks, as well as dealing with extraordinary circumstances.
15. Participate in department meetings, committees, and official College functions when appropriate.
16. Perform annual protocol skill assessment at appropriate level based on time in service.
17. Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the **Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.**
18. Comply with safety procedures and maintain clean and orderly work areas.
19. Perform other tasks as necessary to support the College mission.

Qualifications

1. Requires high school diploma or equivalent. An Associate's Degree in Police Science or related field is preferred.
2. Valid driver's license with a driving record that meets the qualifications of an Alverno driver.
3. Requires the ability to exercise good and appropriate judgment in dealing with incidents involving potential damage to life or property.
4. Must be able to communicate effectively and professionally with students, employees, contractors, and the general public.
5. Ability to understand and follow written and verbal instructions.
6. Requires basic computer skills and the ability to utilize computer equipment used in daily operations.
7. Requires the ability to become CPR and First Aid Certified and maintain certification.
8. Requires the ability to work with and maintain confidential information.
9. Requires basic reading and writing skills including the ability to legibly complete documentation and provide comprehensive written reports.
10. Requires the ability to work in a variety of weather conditions for extended period of times.
11. Must be able to walk between 5-10 miles on every shift in the performance of required tours and in responding to calls. Requires the ability to frequently stoop, bend, sit and stand. Must have good manual dexterity. Must be able to lift 50 pounds frequently and repeatedly.
12. An Associate's Degree in Police Science or related field is preferred.
13. Prior Law Enforcement or Security experience is preferred.

14. Experience in a Higher Education setting preferred.
15. Knowledge of standard security practices and techniques is preferred.

Working Conditions

1. Must work with and support other members of the department in their mutual pursuit of implementing the College Mission and achieving department goals.
2. Campus Safety personnel may be required to work extended or additional shifts to provide needed coverage for the College. Scheduled shifts are occasionally subject to change due to department needs.