



# Monmouth COLLEGE

## DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

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| <b>POSITION TITLE:</b>           | CAMPUS SAFETY OFFICER                               |
| <b>PERSONNEL CLASSIFICATION:</b> | SUPPORT STAFF, FULL-TIME (NON-EXEMPT)               |
| <b>DEPARTMENT:</b>               | CAMPUS SAFETY                                       |
| <b>POSITION SUPERVISOR:</b>      | SENIOR SAFETY OFFICER AND DIRECTOR OF CAMPUS SAFETY |
| <b>DEPARTMENT HEAD:</b>          | VICE PRESIDENT FOR STUDENT AFFAIRS                  |

**PRIMARY DUTIES/RESPONSIBILITIES:** May include, but are not limited to the following:

1. Vehicle patrols of campus parking lots
2. Vehicle and foot patrols of off campus properties
3. Foot patrol of on-campus property
4. Physically lock and unlock doors according to schedule
5. Ensure windows and doors of each building are secure and in tact
6. Respond to fire alarm and trouble alarms
7. Respond to Maintenance Emergencies and notify appropriate parties
8. Ensure proper evacuation of buildings during an emergency
9. Notify necessary departments when needed
10. Write and submit electronic incident reports
11. Enforce Monmouth College parking policies
12. Investigate incidents using the college camera system
13. Ensure the system is operating properly
14. Respond to Medical Emergencies and notify appropriate parties
15. Provide basic first aid as needed
16. Participate in events that require extra security presence
17. Assist students and employees with vehicle issues
18. Assist the Office of Residence Life with locating and communicating with students
19. Work closely with Residence Life staff
20. Other duties as assigned

**WORK RELATIONSHIPS:** Reports directly to the Senior Safety Officer who reports to the Director of Campus Safety and through the Director to the Vice President for Student Affairs. The Campus Safety Officer also works directly with other members of Student Affairs, Student Success, and Facilities. In addition, has daily contact with students, staff, faculty, and persons outside the campus community, including contact with Monmouth Police Department, Warren County Sherriff's Department, Monmouth Fire Department and the Galesburg Hospital Ambulance Service. Some contact with parents and prospective students. Work includes weekends and evenings as necessary. Maintains confidentiality. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** High School Diploma required. Proven experience in security and public service desired. Valid driver's license and satisfactory driving record required.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Excellent communication and interpersonal skills. Willingness and ability to work energetically and well with all campus and associated constituencies. Ability to maintain confidentiality. Excellent communication skills. Maintain valid driver's license and satisfactory driving record. Willingness and ability to work effectively with all campus and associated constituencies. Have a working familiarity with computer systems.

**PHYSICAL REQUIREMENTS:** Patrol of Monmouth College property is done by vehicle and foot and can be physically demanding:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**GENERAL EXPECTATIONS OF POSITION:** Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, vice president or the President.