| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 9/13/2023 | PS9756 | Auxiliary Patrol | FA9607 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Administrative Services | Police Department | Paraprofessional 3 | 43-0000 | 6 - Part Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  PTCTU | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_28\_\_ Hrs/Week | **Pooled Position:** | #**8** of Employees if this position is pooled. |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The Auxiliary Patrol is a vital part of the Police Department team, as they provide the department with an essential component to the overall crime-fighting strategies implemented by the Chief of Police. They are responsible for providing crucial foot patrols and exercising a high level of vigilance, reporting any suspicious activity they observe. Such incidents as: crimes in progress, hazardous material incidents, weather emergencies, criminal activity, and other high-level, time-sensitive, and life-safety situations. The Auxiliary Patrol will also serve as force multipliers by serving as additional eyes and ears and reporting any suspicious activity they may observe to the on duty police officers. They will alert the officers of any criminal activity they observe or suspect through the course of their patrols. One of their most important functions while conducting foot patrols is connecting with the college community by providing a high level of service wherever it may be needed. The Auxiliary Patrol will also provide escort services, unlock/lock doors, assist with special events, respond to injuries, and assist in providing a uniformed presence at our building's access points. They will also perform any additional assigned tasks given to them by the Supervisor. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, and approve timesheets), list position #s of those supervised). |
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| None |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 70 | 1 | **Campus Patrol**   * Perform regular foot patrol of campus buildings and grounds. * Patrol grounds using a Golfcart or Segway. * Provide security and access control for events. * Serve as a Campus Security Authority under the Clery Act. * Monitor campus buildings and grounds for unsafe conditions and submit “hazard reports.” * Look for suspicious persons, items, and situations. * Submit Facility Maintenance and Institutional Technology Services “work orders” for broken, damaged, or inoperable equipment with special attention to life-safety systems. * Provide general information and assistance to students, employees, and the public. * Proactively develop positive relationships with students and employees. * Respond to emergencies and support the College’s Incident Management Team by managing building access, parking, traffic, and clearing buildings. |
| 10 | 2 | **Courtesy Services**   * Provide lockouts to retrieve keys locked in cars. * Provide car battery jumps. * Unlock / lock doors (classrooms, offices) * Provide delivery service on-campus for sensitive materials. * Assist disabled and mobility-restricted persons from place to place on campus. * Provide escorts, deliveries, and recovering/returning lost and found property. |
| 10 | 3 | **Parking Enforcement**   * Monitor parking areas. * Issue written warnings and parking violations as appropriate. * Assist the Police Officers with various enforcement activities as needed. |
| 10 | 4 | **Other duties as assigned** |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| **Accountability & Dependability**  Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor’s assistance when appropriate.  **Decision Making & Judgment -** Makes timely, informed decisions that take into account the facts, goals, constraints, and risks. Finds solutions that are acceptable to diverse groups with conflicting interests and needs. Weighs the pros and cons of each option before making a decision and moving forward.  **Stress Management**  Maintains composure in stressful or adverse situations by: handling workloads, competing demands, changing assignments, interruptions, and distractions with a positive attitude.  **Ethics and Integrity**  Maintain high ethical standards. Earns others’ trust and respect through consistent honesty and professionalism in all interactions. Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others. Does not misrepresent self or use position or authority for personal gain. Respects the opinions and assessments of others. Maintains confidentiality. Communicates truthfully.  **Teamwork**  Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.  **Attention to Detail**  Diligently attends to details and pursues quality in accomplishing tasks by: performing tasks thoroughly with care; checking work to ensure completeness; remaining aware and taking care of details that are easy to overlook or dismiss as insignificant.  **Knowledge**  Extensive knowledge of campus buildings and where to direct students to receive assistance for general college business. Knowledge of Police and Emergency Management Departments’ operational processes.  **Skills**  Excellent written and verbal communications skills to include the use of phones, radios, computers, basic word processing and data entry.  **Abilities**  Ability to remain alert and attentive at all times. Ability to communicate well, including excellent listening skills. Ability to develop and maintain a working relationship with other College departments, particularly regarding alarmed areas, special events, and other campus activities. Display a commitment to excellence in service to the campus community. Ability to work effectively with a diverse community. |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * High School graduate or have equivalent GED. * Valid driver’s license with less than 6 points.   **Preferred**   * A working knowledge of the general operation of Lansing Community College. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Kristy DeRosia **Supervisor’s Signature:** \_\_Kristy DeRosia **Date:** 8/18/2023\_\_\_\_

**Dean/ELT’s Name:** Chris MacKersi**e** **Dean/ELT’s Signature:** \_\_ELT Signature, Christopher MacKersie\_ **Date:** \_8/18/2023\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe\_\_\_\_\_ **Date:** \_8/23/2023\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** PS9908 **Date:** 8/18/2023 **Supervisor’s Position #:** FA9607

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises