

Carleton College Non-Exempt Position Description

Job Title: Security Officer – Grade 10
Reports To (Title): Director of Security Services
Department: Security
Division: Vice President and Treasurers
Revision Date: July 20, 2019

Position Overview:

This position is responsible for maintaining safety and security for the members of the Carleton community and the physical property of Carleton College. In addition, security personnel are the first call for help in medical emergencies, criminal emergencies, and after-hour maintenance problems.

Essential Job Functions/Responsibilities:

- **Medical/Psychological Emergencies:** Provide emergency first aid treatment and triage for all medical and psychological emergencies. Provide transportation as needed. Notify Carleton College administrators of emergency medical and/or psychological emergencies when appropriate.
- **Criminal Emergencies:** Provide first response to criminal emergencies on Carleton College property. Conduct on-campus investigations into criminal incidents. Notify appropriate law enforcement agencies for violations of state, local, and federal laws. Also notify appropriate Carleton College administrators, Carleton College and/or Rice County counseling and/or support services when necessary.
- **Fire, Intrusion, Mechanical, Emergency Telephones, and Panic Alarms:** Provide emergency response to all fire, intrusion, mechanical, and panic alarms and contact appropriate personnel for assistance when necessary. Assist Residential Life staff in conducting fire drills each term. Conduct tests of Emergency Telephones and AEDs on a monthly basis.
- **Carleton College Policies and Procedures:** Enforce and investigate violations of Carleton College policies and procedures as stated in the “Student Handbook”. Provide emergency notification of appropriate Carleton College administrators of policies and procedures violations when necessary.
- **Provide notification to campus community via the CarlAlert Mass Notification System** of emergencies/potential emergencies (e.g. tornado warning) on/near campus.
- **Physical Security:** Provide physical security for all Carleton College buildings and/or property. Follow routine locking and unlocking procedures for academic and administrative buildings. Provide locking and unlocking services and maintenance checks for all student-housing facilities during break periods.
- **Access Control System and Video Surveillance systems:** Monitor and respond to access control alarm activity. Issue access control badges after hours. Conduct investigations and verifications. Utilize access control system software. Run alarm activity reports as needed. Report system malfunctions to system administrators.
- **Maintenance Emergencies:** Provide response to after hours maintenance requests for college owned buildings and property. When unable to correct maintenance problems, the Security Officer is responsible for notifying appropriate maintenance personnel.
- **Custodial Emergencies:** Respond to and take corrective action for after hours custodial services emergency calls.
- **Building Access Control:** Provide access control to high security areas on campus. Provide access control for persons wanting to gain access to academic buildings after hours. Provide

emergency lockout assistance for all residential halls, off-campus college owned student, faculty, and staff housing. Provide general locking and unlocking services for all campus facilities.

Additional Job Responsibilities:

- Parking Enforcement and Traffic Control: Enforce parking regulations on property owned or leased by Carleton College. Issue citations, assess fines, and authorize towing of vehicles parked in violation of an established parking regulation. Direct traffic at special events as necessary.
- Provide emergency assistance for fleet vehicles.
- Assist with Guest House Management after hours: Assist guests with climate control, custodial, room key, and transportation problems.
- Provide safe escort services for all students, faculty, and staff. Write detailed reports of all incidents occurring during shift. Complete Maintenance Requests Forms for maintenance problems discovered during shift.
- Provide information to students, faculty, staff, and visitors as requested.
- Establish and maintain trust and confidence within the campus community, outside law enforcement agencies and the surrounding neighborhood.

Describe Supervision Received and Exercised:

This position does not exercise direct supervision. This position reports to the Director of Security and Emergency Management.

Education/Experience/Skills (supported by job duties):

Required:

- EMT, EMR (First Responder), certification, or enrolled in a certification course at the time of application.
- Basic computer skills required
- Driver's license and ability to be insured by the College

Preferred:

- Associate or higher degree in related field
- Security experience in a college/university setting

Physical Demands or Working Environment requirements:

Repetitive lifting of light weight objects (10-15 lbs.), frequent bending or stooping with activities. Work involves high risk with exposure to potentially dangerous situations, unusual environmental issues that require a range of safety and other precautions.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.