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| **Job Description** | | | |
| **Job Title:** | Security Officer | **Location:** | NIC campus |
| **Department:** | Security | **Reports To:** | Campus Security Supervisor |
| **Division:** | Student Services | **Pay Grade:** | C06 |
| **FLSA Status:** | Non-Exempt |  |  |

**SUMMARY**

The purpose of this position is to ensure the safety and security of North Idaho College students, faculty, staff and the visiting public as well as property by patrolling assigned areas on foot or in a vehicle. Although the individual serving in this role is not a sworn police officer and does not carry a firearm, he/she will be certified to carry the Taser CEW (Conducted Electrical Weapon) and adhere to the North Idaho College use of force agreement.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Patrols buildings, grounds and adjacent streets to prevent and report illegal or unauthorized activity and to identify and report maintenance and safety issues. May periodically work at the NIC facility in Rathdrum and additional centers located in Kootenai County.
* Maintains knowledge of and enforces the College’s rules, regulations, policies and applicable federal, state, city or county laws and ordinances on college property.
* Maintains knowledge of Department of Education Clery Act requirements and follows reporting procedures.
* Complies with the instructions of the Campus Security Supervisor and Lead Security Officer while utilizing the established chain of command. Make immediate notifications to supervisor in case of emergency situations.
* Responds to emergencies, alarms and requests for assistance due to disturbances, fights, trespassing, burglary, vandalism or persons in unauthorized areas. Contacts law enforcement for response when required.
* Confronts, detains and makes a citizen’s arrest as needed.
* Investigates security infractions such as assault, theft, accidents, trespassing, vandalism, and drug and alcohol violations; interviews victims and witnesses to incidents; writes incident reports.
* Enforces building security through carrying out lock procedures, checking doors and windows and searching buildings if found unsecured.
* Maintains surveillance of an area suspected of criminal activity.
* Reports unsafe conditions, safety hazards, mechanical failure and/or needed repairs to the proper authority.
* Controls and directs crowds at sporting events, concerts or other gatherings at NIC.
* Administers first aid in emergency situations, acts as back up to local law enforcement and medical personnel when requested and testifies in court as required.
* Provides information, directions, and escort services as needed, as well as public assistance with vehicle lockouts and low batteries in conformance with department security procedures.
* Secures valuables and lost and found items. Contact owners of found property and facilitate the return of property.
* Operates department communication equipment, answers telephone inquiries, receives and forwards reports of criminal activity, and acts as dispatcher for security operations.
* Maintains daily log, completes incident and/or accident reports, prepares and distributes reports, and updates building unlock and lock-up schedules.
* During a crisis or disaster, responds to a call for specific emergency services and notifies the emergency administrative team according to policy and procedure.
* Maintains confidentiality at all times.
* Enforces campus parking rules and regulations through the issuance of warnings, citations, and providing assistance.
* Works rotating shifts as required and alternates work and non-work days/hours to meet department requirements. Works weekdays, weekends, holidays, campus closed days as required, which include day, swing and midnight shifts.
* Trains and assists staff, students and guests on security procedures and protocols at NIC locations.
* Coordinates with college staff on emergency procedures and protocols.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

# Marginal Duties

* Performs other security and parking related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

High School diploma or GED is required. Two years of full-time, or four years of part-time experience in law enforcement, military service or security required. Certification from a security or police academy is preferred. Must be able to successfully pass a background and fingerprint check and have no felony convictions.

**Licenses and Certifications**

Must possess a valid driver’s license. Taser CEW training and certification required within six months of employment. Training and certification in first aid, CPR/AED, fire and emergency response procedures, or the ability to attain certification within six months of employment is required.

# Knowledge, Skills and Abilities

* Excellent conflict management skills
* Ability to effectively communicate with and handle people in crisis and those under the influence of drugs and/or alcohol
* Knowledge of Idaho laws, criminal codes and NIC policies and procedures
* Proficient written and verbal skills
* Basic skills in operating computer, including Microsoft Office and incident reporting software
* Ability to read, write and speak in English
* Ability to operate electronic parking citation equipment

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must maintain their personal physical condition appropriate to the performance of the assigned duties and responsibilities, which may include running long distances, continuous walking, standing, sitting, crouching, or crawling during regular or emergency operations; frequent standing, walking, sitting and use hands to finger, handle, or feel during normal duties as well as restraining and taking into custody another person and/or lifting, dragging or otherwise moving up to the weight of another person. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl; and handle objects up to 50 pounds with or without assistance.Specific vision abilities required by this job include distance vision, peripheral vision and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions, occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and all types of outside weather conditions. The noise level in the work environment is usually moderate. Physical danger from campus persons or outside intruders is expected and consistent with this line of work. Wearing of a protective ballistic vest could be required as part of the duty uniform. Rotating shift work will be required; alternating work and non-work days/hours is to be expected to meet department requirements. North Idaho College is a tobacco free campus. Individuals who possess the Idaho Enhanced Concealed Weapons Permit are allowed to carry concealed firearms on the campus grounds within designated buildings.

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