



## Job Description

**Job Title:** Assistant Director College Security  
**Department:** Campus Security

**Grade:** L  
**FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

This position is responsible for management of all aspects of security operations at assigned campus. Security operations include responding to criminal incidents, emergency medical incidents; hazardous incidents, potentially violent incidents, auto accidents, and others. Position works with the Campus Deans, Campus Administrative Directors, and Campus ESS Directors to ensure that situations are appropriately addressed and expectations for security and personal safety are achieved. Duties include planning, supervising, and coordinating security operations on a 24-hour basis; investigating and reporting on all security issues to the Executive Director of College Security; leading and participating in the provision of security services such as supervising, monitoring, training and assessing the performance of contract security staff.

### **Characteristic Duties and Responsibilities:**

1. Analyzes, makes decisions, and assumes responsibility for the security plan for assigned campuses on a 24 hour per day and seven day a week basis. Security plan includes determining deployment and shift activities of security personnel at the assigned campus, determining appropriate security responses to incidents, designing and leading campus watch initiatives, monitoring and protecting facilities and assets, reporting on incidents, investigating incidents and following through with law enforcement authorities, managing the campus during emergency situations, and monitoring the campus during inclement weather or other periods when the College is closed.
2. Enforces state laws and the Student Code of Conduct of the College at the campus, which may include making a determination to immediately remove an individual from campus.
3. Monitors patrol of the assigned campus to identify and eliminate possible security-related risks and to decide if adjustments are needed in the personnel deployment plan.
4. Responds to incidents on campus, determines actions to take, and documents a complete written record of the incidents to meet federal and College reporting requirements. Also provides immediate verbal updates of serious incidents to the Executive Director of College Security.
5. Conducts investigations and writes reports regarding misdemeanor and felony crimes on campus for follow through with law enforcement authorities. Tracks these cases through adjudication.
6. Responds to incidents, conducts investigations, and writes reports regarding potential Student Code of Conduct violations and provides updates to appropriate staff when banning students from campus.
7. Is responsible for enacting the College's All Hazards Emergency Response Plan. This includes emergency response and evacuation plans in fire incidents, bomb threats, hazardous materials incidents, natural disasters, inclement weather, infrastructure failures, and acts of terror. Serves as the representative for the college in charge of the scene in these incidents. Advises the Executive Director of College Security of the Campus status during emergency and disruptive incidents. Also serves as the

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Updated May 2014



## Job Description

**Job Title:** Assistant Director College Security  
**Department:** Campus Security

**Grade:** L  
**FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

College's official contact with community fire departments and law enforcement agencies in these incidents and keeps the Executive Director of College Security apprised of the situation.

8. Manages security personnel assigned to the campus in coordination with the Director of Security – Field Operations. This responsibility includes managing and supervising assigned contract security and contract law enforcement. It also includes determining their deployment, developing shift assignments, ensuring substitute coverage is available for absences, and monitoring performance of these contract personnel.
9. Assists in training and hiring security personnel.
10. Provides training for faculty and other staff on security related issues.
11. Provides information to students, faculty, staff, and the general public regarding security issues.
12. Coordinates access of campus buildings and classrooms.
13. Evaluates the operation of security devices and equipment at the campus and ensures appropriate repairs are made.
14. Develops procedures and requirements for properly providing security services at the campus.
15. Assists the Director of Security – Field Operations and performs other duties as needed.

### **Reporting Relationships:**

**Direction Received:** Reports to Executive Director of College Security

**Direction Given:** Directly supervises and directs work of contracted security providers and contracted law enforcement officers.

### **Minimum Requirements:**

A High School Diploma or GED, three years of law enforcement or security experience and a valid Driver's License

### **Preferred Qualifications:**

Associate Degree from a regionally accredited institution in Criminal Justice or related field  
Basic Law Enforcement Training certificate



## Job Description

**Job Title:** Assistant Director College Security

**Grade:** L

**Department:** Campus Security

**FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of higher education policies and procedures

Knowledge of police/law enforcement procedures and techniques

Planning and supervisory skills

Ability to make appropriate judgment in responding to situations, including but not limited to requesting law enforcement or emergency response personnel and recommending banning students or others from campus to the Executive Director of College Security.

### **Working Conditions:**

Physical effort requires walking, stooping and bending; occasional running, standing, breaking up fights, etc.; occasional lifting of lightweight objects (up to 25 pounds); will occasionally assist in restraining, handling or lifting individuals (from adolescents to adults); discomforts from exposure to less than optimal temperatures and air conditions, including outdoor activities; may deal with unpleasant situations, involving fights, weapons, potential incendiary devices, and hazardous materials; occasional exposure to dust and fumes and/or frequent operation of a vehicle