



## Job Description

<b>Job Title:</b>	Security Officer	<b>Grade:</b>	I
<b>Department:</b>	Security and Emergency Management	<b>FLSA:</b>	Non-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 patrols assigned campus areas and enforces state laws and college policies to provide a safe environment for students and employees.

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

1. Performs routine security duties in accordance with established Security Department guidelines.
2. Regularly patrols assigned areas to ensure CPCC students and personnel are in a secure environment.
3. Monitor student behavior to ensure a safe learning environment.
4. Warns violators of rule infractions.
5. Enforces college student code of conduct and investigates incidents when necessary.
6. Assists Campus Assistant Director with other related duties.
7. Writes incident reports, conducts interviews involving incidents that occur on campus.
8. Coordinates with ADOCS to assist with shift needs.
9. Assist staff, students and visitors on campus with information or directions to various buildings or campuses
10. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Assistant Director of Campus Security

**Direction Given:** No Authority or responsibility for the supervision of other employees



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### **Minimum Requirements:**

High School Diploma or GED and 3 years of full-time recent law enforcement or related experience.

### **Preferred Qualifications:**

Experience in a patrol or special events environment

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

Knowledge of college policies and procedures

Knowledge of police procedures and techniques

Excellent communication skills

### **Working Conditions:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasional lifting of lightweight objects (up to 25 pounds). Occasional minor discomforts from exposure to less than optimal temperatures and air conditions. May involve dealing with slightly unpleasant situations, as with occasional exposure to dust, fumes, outside weather conditions and/or frequent driving of a vehicle.