

## POSITION DESCRIPTION

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**TITLE:       Public Safety Officer/Non-Commissioned - (Contingent)**

**Collective Bargaining – Ineligible - Contingent**

**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

The full performance level of work responsible for protecting the safety and security of persons, equipment, and facilities on the college campus. Employees receive general supervision from the Shift Supervisor and will be required to work rotating shifts and are subject to call-in duty.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Must be available to work rotating shifts, respond to on-call emergencies, and be available to work weekends and holidays.
- Observes and reports any incident which may result in loss or damage to property or equipment, or endanger the safety of students, employees, residents, and visitors.
- Patrols the campus, responding to emergencies and calls for service.
- Performs periodic patrols both inside and outside college facilities.
- Directs traffic and enforces parking regulations by ticketing vehicles.
- Maintains logs for visitors and other personnel.
- Enforces specified college policies and regulations.
- May train less experienced Public Safety Officers.
- Dispatch duties including answering phones, monitoring alarm system(s) and dispatching officers.
- Participates in Crime Awareness and Crime Prevention Education.
- Serves as Campus Security Authority.

### **SPECIAL REQUIREMENTS:**

- Public Safety Officers/Non-Commissioned are subject to call 24-hours a day, and therefore, are required to have a telephone.

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- Public Safety Officers/Non-Commissioned are subject to substance abuse testing in accordance with Code of Maryland Regulations 06.01.09, Testing for Illegal Use of Drugs.
- Public Safety Officers/Non-Commissioned must possess a motor vehicle operator's license valid in the State of Maryland.
- Public Safety Officers must be able to obtain a Special Police Commission issued by the Maryland State Police.

#### **MINIMUM QUALIFICATIONS:**

- Education: High School diploma or GED certificate acceptable to the Maryland State Board of Education.
- Experience: A minimum of three years in post-secondary professional environment, previous security experience preferred.
- Must have basic computer skills for reporting and dispatching functions.
- Must have excellent customer service and public relations skills.
- Must have or be able to obtain CPR, First Aid Certifications.
- Must hold a valid State of Maryland Drivers license and have a good driving history.
- Must have a clean criminal history.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.