

University of Victoria

Campus Security Officer - Job Description

FUNCTION:

Under general supervision, deliver security services in a fair and impartial manner which enhances the personal safety and protection of all members of the University community. Duties include, but are not limited to, responding to campus security concerns in a service oriented manner, investigating complaints and incidents and evaluating confidential information, and ensuring security standards and regulations are met in order to maintain a safe campus environment.

ORGANIZATIONAL RELATIONSHIPS:

1. Responsible to the Assistant Director, Campus Security Services or designated Team Leader, each Officer will normally function as a member of an independent team covering a shift.
2. Maintains cooperative working relationship, exercised with impartiality, with faculty, staff, students and the general public.

DUTIES:

A. General:

1. Works to establish and cultivate a positive presence within the University community and liaises with individuals, committees, groups and other off campus associated agencies on crime prevention and security related issues.
2. Conducts campus security patrols, including grounds and multi storied buildings on foot, by bicycle and/or vehicle, noting irregularities and/or malfunctions, and reporting unauthorized or suspicious activities.
3. Applies and interprets legislation, community policing concepts, and UVic policies and procedures in receiving and responding to complaints from members of the campus community and general public, investigates and reports incidents and complaints to Team Leader and law enforcement or government agency as appropriate.
4. Responsible for the integrity of all physical security systems, (including, but not limited to intrusion, personal safety, fire, mechanical, card access) and reporting in writing all malfunctions and activated alarms.
5. Directs and controls vehicular and pedestrian traffic, attends and assists in vehicle accidents, enforces University of Victoria traffic and parking regulations.
6. Attends events, alarms, accidents, emergencies, fire and ambulance calls on University property, and renders assistance, including First Aid as required.

7. Services pay parking meters as required including collecting and depositing of cash, and performing incidental minor repairs, e.g., fixing paper jams.
8. Services the needs of the campus community or general public by direct assistance to and/or referral to the appropriate agency as required.
9. May be required to perform incidental office duties including, but not limited to, assistance with the Motor Pool or covering Dispatcher's essential duties such as phones, radios, monitoring alarms.
10. Ensures security patrol equipment, including patrol vehicles and bicycles, is in effective operating condition and advises Team Leader of service requirements.
11. Performs other duties similar in scope and complexity as required.

B. SPECIFIC:

Each Officer will be assigned a specific area of responsibility to perform either as a team member or for the department as a whole. These areas may include, but are not limited to:

1. Bicycle patrol.
2. Liaison with Residences and various campus constituent groups.
3. Membership on Health & Safety or other applicable Committees.
4. Facilitating security/safety training for groups or individuals.
5. Orientation of new Security Officers.
6. Directing the work of temporary employees, Student Assistants, Event Security and SafeWalk employees.

These assignments may be rotational or incumbent specific, as determined by the department.

DESIRABLE QUALIFICATIONS:

1. Ability to recognize and use initiative in dealing with and resolving problems with hostile clients and in potentially dangerous situations.
2. Ability to work effectively as a member of a team or alone in a culturally diverse client service oriented environment.
3. Ability to communicate clearly and effectively with others both verbally and in writing.