

CLASS TITLE: RESIDENCE HALL SECURITY OFFICER

Class Code: 02139100

Pay Grade: 13A

EO: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform duties of a patrolling, protective and security nature in and around assigned residence hall (s); to maintain the security of the building (s), its contents and residents by guarding against hazards such as accident, injury, fire, theft, trespass and damage; to enforce rules and regulations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who explains instructions and procedures and reviews work for conformance to laws, rules, regulations and or instructions.

SUPERVISION EXERCISED: As required, may plan, supervise and /or review the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To maintain security of residents, buildings and its contents; to perform duties of a patrolling, protective and policing nature; to maintain order and enforce departmental and university policies and regulations.

To patrol the buildings and to monitor the behavior and activities of residents and visitors; to prevent behavioral disturbances, trespassing, loitering and tampering with state property in and around the buildings; to investigate suspicious activities.

To identify unauthorized persons and deny them admittance to the premises or call the police to have them removed.

To evaluate emergency situations and initiate emergency procedures including requesting assistance by radio from other security personnel or police.

To make detailed reports of all incidents and rule infractions; to maintain accurate records and to testify at campus judicial boards.

To lock doors at appropriate hour, make periodic rounds and ensure doors remain secure.

To periodically check emergency equipment, fire/safety systems, building physical plant systems and community facilities and to report damage or malfunctions.

To aid in conducting fire drills, the development of fire emergency procedures among residence and the evacuation of the building in the event of a fire; to respond to emergency situations in which persons involved require first aid; to investigate losses, damage to property and injury to persons and write reports thereon.

To maintain regular communication with the supervisor in the performance of daily duties; to cooperate with campus, town and/or state police and other university officials; to answer telephone and deliver emergency messages.

To perform security functions during the summer months as they pertain to various conferences and seminars housed in the residence halls.

To participate in regular in-service training.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with security work of a patrolling nature; a working knowledge of the practices, methods and responsibilities of patrolling work as it applies to the protection of life and property and the maintenance of order; a working knowledge of first-aid treatment and techniques; the ability to think and act quickly with sound judgement and discretion and to evaluate security situations and be able to deal firmly but courteously with residents and the general public; a familiarity with the law in respect to such work; the ability to write reports and recommendations related to work assignments; the ability to enforce standards of conduct and order; the ability to operate portable radio equipment in an articulate manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position with responsibility for the protection of persons or property involving the enforcement of rules and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess a valid First Responder Certificate issued by the Rhode Island Department of Health within six months of employment and must maintain such certification as a condition of employment. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate. No person shall be appointed temporary, probationary, or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing.

Class Revised: May 24, 1987

Editorial Review: 3/15/03