



Position: Campus Patrol Officer

Unit: Office of Campus Safety and Security

Position Summary: Responsible to conduct patrols on North Greenville University (NGU) campuses to ensure security of buildings, students, faculty, staff, and visitors. Responsible to respond to requests for assistance and emergencies. Responsible to enforce vehicle and traffic regulations. Provides escort services, and other basic public assistance services as needed, and performs routine security and public safety patrol duties within assigned area. Remains alert to emergency situations and provides first-line response, emergency management, and/or referral if required.

RESPONSIBILITIES

- Patrols assigned area on foot, in assigned patrol vehicle, or other specialized vehicle to ensure personal, building, and equipment security.
- Examines doors, windows, and gates to ensure security; uses University keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.
- Provides parking assistance and crowd control for events on campus.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as other law enforcement, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies other law enforcement as appropriate; may confront and/or detain violators, as required, until other law enforcement support arrive.
- Oversee and implement goal setting for event marketing, execution, and desired attendance. Implement an accountability strategy for meeting these goals.
- Lead the Enrollment Data Processors as they plan and execute efficient data entry and application processing.



- Performs periodic checks of emergency equipment (i.e. VISIPLEX) to ensure proper functioning; reports malfunctions as required. May provide safe and efficient transportation to university employees and/or visitors, as requested, using department assigned vehicles.
- Patrols and monitors campus streets/roads, parking lots/areas to provide public security and assistance. Maintains security controls for issued university keys; safeguards and controls issued University equipment. Prepares routine/standardized reports which means that incident documentation/report writing is a requirement of job responsibilities.
- May provide specialized security in other complex operational areas, requiring specific knowledge of the operating environment.
- Attend training and administrative meetings as required by the department.
- Serves as Campus Law Enforcement/Security Authority as outlined by the Clery Act.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS

- High school diploma or GED; no previous experience required.
- Depending on the candidate's level of knowledge and/or experience, the candidate may be required to start as a member of the department in the Unarmed Unit, the Campus Safety Officer (CSO) Unit.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be taken into consideration regarding experience on a year for year basis.
- Knowledge, Skills and Abilities Required
- Ability to successfully conduct security patrols without direct supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete routine paperwork.
- Ability to safely operate a motor vehicle.
- Ability to understand and follow specific instructions and procedures.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to react calmly and effectively in emergency, and potentially stressful situations.
- Skill in performing building security and lock procedures.
- Knowledge of public security codes, policies, and regulations.



- Ability to understand, follow, and enforce safety codes, regulations, and procedures.
- Skill in providing protection services to individuals on campus.
- Ability to detect problems and report information to appropriate personnel.
- Ability to participate in on-going departmental training, as well as complete any/all continuing education training (i.e. legal updates, de-escalation, etc.).
- Member in good standing at a local evangelical church.
- Support of the Baptist Faith and Message 2000 without reservation and supports NGU's mission statement and its statement on Human Flourishing with a commitment to a Christian lifestyle and character in keeping with biblical model.

CONDITIONS OF EMPLOYMENT

- Possession of a valid South Carolina driver's license is a requirement for this position.
- Must pass a pre-employment criminal background check.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

PHYSICAL REQUIREMENTS with or without reasonable accommodations

- **Hearing:** Ability to hear sufficiently to ascertain threats to the campus and communicate with students, visitors, co-workers, and vendors
- **Vision:** Ability to see sufficiently to identify at close, distant and in peripheral line of views to identify and describe threats to campus and have depth perception and the ability to adjust focus.
- **Dexterity:** Grasping, feeling, writing, type and use the telephone, copier, and computer systems
- **Mobility:** Stand for long periods of time and run for short distances; move easily between buildings and all areas on campus
- **Talking:** Frequently convey detailed, accurate, and important information in a manner that can be clearly understood
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to adapt and respond quickly to the needs of students, faculty, and co-workers.



- **Physical Strength and Stamina:** requires lifting, carrying, and/or pushing up to 50 lbs.; climbing up to 3 flights of stairs; occasional running distance up to ½ mile; and standing and walking for extended periods of time in extreme weather conditions in required duty attire. Must be able to work for extended hours without breaks.
- **Work may involve moderate exposure** to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- **Work environment involves some exposure** to hazards or physical risks, which require following basic safety precautions.

WORK SCHEDULE

The Office of Campus Safety and Security is open 24/7/365. The work schedule for this position varies depending on shift schedule.

TRAVEL

Occasional travel to the Tim Brashier Campus (Greer, SC) may be required. This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.