

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Public Safety Security Officer

Class Code: 7503

Pay Grad 308

GENERAL CLASS DESCRIPTION:

Under general supervision, patrols assigned area on foot to ensure protection of students, faculty, staff and visitors, as well as property and equipment. Controls and monitors access in and out of university buildings and monitors burglar and fire alarm systems as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Checks buildings in assigned area for security and checks doors, windows, lights, and equipment. Records and reports all damage for repairs or safety hazards to University Work Control.
2. Reports disorderly or suspicious behavior of individuals and assists in controlling the situation until appropriate response is delivered. Completes appropriate incident reports as directed by command level personnel.
3. Monitors fire extinguishers, other safety devices and signs for proper functioning. Reports irregularities or problems.
4. Reports lights left on in buildings, burned out building and street lights, and reports doors and locks that are not working properly.
5. Keeps unauthorized personnel out of buildings after closing hours, controls access to areas based on assignments, maintains regular contact with other security officers, and calls University Police Officers in case of need.
6. Responds to burglar and fire alarm panels to notify Public Safety personnel of location and problem recorded on the panel and controls the panel as directed by supervisor.
7. Locks and unlocks doors based on schedules and requests.
8. Responds to questions and calls from people in the community to assist with directions, locations, and other service-oriented needs.
9. Assists with traffic control as needed.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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10. Assists Public Safety personnel. Provides instruction in safety practices to students, staff and public as needed.
11. Assists the parking department in writing citations as needed.
12. Provides security for the University's art collection housed in the Museum of Art, requiring knowledge of specialized security camera and alarm systems. Monitors the appropriate equipment used for that facility.
13. Manages the Lost and Found unit, utilizing specialized proprietary computer software related to inventory management, tracking and disbursement of lost and found items.
14. Rolls fingerprints and uses equipment to process fingerprints for various student groups or general public.
15. Conducts pre-scheduled bi-weekly maintenance checks of Code Blue emergency phones located throughout campus.
16. Operates nightly Nite Ride shuttle service – assesses and responds to calls, schedules pick-ups and drop-offs and drives riders to and from destinations as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of cardiopulmonary resuscitation/AED and first aid and bloodborne pathogens exposure procedures.
2. Knowledge of applicable laws, policies and procedures pertaining to the University community.
3. Knowledge of portable fire extinguishers and their locations.
4. Knowledge of the geography of the campus.
5. Skill in operating portable radio devices.
6. Knowledge of and ability to use information systems, including Guard Tour System.
7. Ability to assist with high volume public contact to patrons of the Museum of Art, University staff, students, faculty and public.
8. Ability to communicate effectively with others both orally and in writing.
9. Ability to walk and climb stairs.
10. Ability to work outside in extreme weather conditions.

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11. Ability to see and hear accurately in both day and nighttime conditions.
12. Ability to comprehend numerous policies, procedures, concepts and to be able to respond using discretion and interpretive judgment based on general and specific policies.
13. Ability to retain knowledge, information, and directions on an ongoing basis and communicate effectively with others.
14. Ability to maintain accurate records.
15. Ability to react appropriately in emergency situations.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Two years experience in security and safety, or
2. One year of post-high school education related to security and safety and one year of experience in security and safety, or
3. Two years of post-high school education related to security and safety.
4. Possession of appropriate driver's license as required.
5. Ability to obtain Certified Protection Officer certification from the International Foundation of Protection Officers within 6 months of hire and maintain certification for duration of employment.

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EFFECTIVE: January 1, 2014