OCCUPATIONAL SUMMARY
Serve in a variety of campus security duties involving the enforcement of campus regulations and local laws to protect lives and college property. Assist the Chief of Security with managing the time and attendance for all Officers to include supervising and coordinating the activities of the campus security force. Train and instruct Officers to include the monitoring of work performance to ensure compliance with established directives.

WORK PERFORMED
Provide campus wide security patrol on foot and in vehicles to protect the students, faculty, staff and real property and equipment. Report any observed disturbances, irregularities, hazards, or suspicious circumstances to the Chief of Security.

All incidents reports should be written legible and completed on timely bases.

Must log self in and out of station when working guardhouse duty. Also, keep a log sheet of students and visitors.

Officer Log Book and Vehicle Log must be kept current at all times.

Must be logged on and off campus when patrolling Hill Top Apartments, base ball field, and M.I. Property.

Answer phone calls and dispatch campus security or contact the local Police Department personnel as necessary. Assist outside police, fire, and public safety agencies as necessary. Contact the emergency ambulance service or provide emergency escort service to students and staff as necessary and provide temporary first aid treatment to members of the college community and visitors.

Provide a posted work schedule one week in advance after a review of campus activities and contact with the Public Relation area. Officers must work regular assigned shift unless there is a special event or other arrangements made.

Perform crowd control duties as necessary during special events or emergency incidents.

Perform other related duties incidental to the work describes herein.

SPECIAL NOTES
All incidents of theft and burglaries in any residence hall or on the campus must have a Holly Springs Police Department (HSPD) incident report. This is to ensure when Rust Campus Police investigation is completed; on or off campus, the complaint will be on file.

Every incident should be on a Rust College Campus Police Incident Report Form which is the cover page; all investigative notes and interview statements must be attached (two copies).

All reports must be completed by 9:00a.m.; if it is an ongoing investigation inform the Chief of Security so that he can keep the administration informed. The Officer(s) that receive the complaint will be responsible to work the case until resolved. Use appropriate discretion in handling sensitive and confidential information.

Safety inspection of residence halls will be made on each shift (fire alarm, cameras, and doors).

All buildings should be inspected and secured at the appropriate time (shake and pull all doors). The duty officer(s) will be held accountable.

The logs and the Officer’s personal log book must be current at all times (will be reviewed weekly).

Any concerns should be brought to the attention of the Chief of Security in written form for discussion.