CLASSIFICATION DESCRIPTION TITLE: LEAD SECURITY OFFICER

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<th>BAND</th>
<th>GRADE</th>
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<th>FLSA STATUS:</th>
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**CLASSIFICATION SUMMARY:** Responsible for patrolling and inspecting the assigned campus and providing safety and security to all students, staff, faculty, and visitors as necessary. This class also conducts investigations; enforces conduct regulations; and completes appropriate safety and security documents as required. This class is also responsible for providing day-to-day work guidance to lower level Officers.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. **Illustrative only – not inclusive of every task assigned to a position.**
   Provides work guidance as needed to lower level Officers.

2. Bears and will use firearms in emergency circumstances requiring protection of college students, faculty, staff and visitors or for purposes of self defense.

3. Patrols college campus and inspects interior and exterior of buildings for obvious signs of damage, break-in, or unusual activity; monitors surveillance cameras and responds to reports of damage or malfunction from students, faculty, and visitors.

4. Responds to calls for escort, assistance, policy enforcement, medical help, or safety; collects information, assists with possible medical emergencies, and determines need for further action.

5. Enforces parking and traffic violations, issues citations and provides traffic assistance and control.

6. Performs administrative support activities, such as relaying communications, researching information, creating statistical reports, writing and filing incident reports, and providing related support.

7. Conducts armed money escorts as requested to transport college assets.

8. Provides security for special events; enforces policies and regulations concerning traffic, crowds, and college equipment and grounds.

9. Conducts preliminary investigations of suspicious or criminal activity; gathers information and determines what steps need to be taken.

10. Conducts safety checks of building interiors, emergency doors, fire extinguishers, and emergency lighting.
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11. In the absence of the Security Supervisor, may assume supervisory responsibilities.

12. Attends all required training sessions.

13. Performs other duties as assigned.

**Training and Experience** (positions in this class typically require):
High School Diploma or G.E.D. and two years of experience in law enforcement, security, or related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
Licensing Requirements *(legally required)*:
- PA Act 235 Lethal Weapons with Firearm
- OCAT
- ASP baton
- CPR/AED
- First-Aid
- PATH Handcuffing
- Valid Driver’s License

**Knowledge** (position requirements at entry):
Knowledge of:
- Law enforcement weapons and equipment;
- Principles and practices of patrol and crime prevention;
- Applicable campus, local, state, and federal laws and regulations;
- Report preparation techniques;
- Customer service principles;
- Computer operation and related software applications.

**Skills** (position requirements at entry):
Skill in:
- Using a variety of law enforcement weapons and equipment;
- Applying and interpreting law enforcement principles and practices;
- Applying applicable local, state, and federal laws, rules, and regulations;
- Maintaining records and preparing reports;
- Providing customer service;
- Operating a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
CLASSIFICATION DESCRIPTION TITLE: LEAD SECURITY OFFICER

**Physical Requirements:**
Positions in this class typically require: standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to odors, dusts, gases, poor ventilation, extreme temperatures, disruptive people, imminent danger, and a threatening environment.

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Created: 8/8/07  
Updated: 6/25/08  
Updated: 7/24/08

_________________________ ______________________________
Signature of Employee    Date

_________________________ ______________________________
Signature of Supervisor    Date