**HARRISBURG AREA COMMUNITY COLLEGE**  
**CLASSIFICATION DESCRIPTION**

**CLASSIFICATION DESCRIPTION TITLE:** SECURITY SUPERVISOR

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<th><strong>FLSA STATUS:</strong></th>
<th>Non-Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for performing duties of a security officer as needed; and providing first-line supervision over security staff and daily activities. Responsibilities include scheduling and directing the work of lower-level staff; maintaining and monitoring campus security and surveillance systems; maintaining security records; purchasing supplies, uniforms, and equipment; and, responding to emergencies as needed.

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

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<td><strong>1.</strong></td>
<td>Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.</td>
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<td><strong>2.</strong></td>
<td>Bears and will use firearms in emergency circumstances requiring protection of college students, faculty, staff and visitors or for purposes of self defense.</td>
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<td><strong>3.</strong></td>
<td>Performs inventory, purchases supplies, equipment, and uniforms, and serves as primary point of contact with vendors and contractors.</td>
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<td><strong>4.</strong></td>
<td>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.</td>
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<td><strong>5.</strong></td>
<td>Oversees key/lock control program; determines authorized access to specific areas of college, tracks keys and duplicates, and collects and safeguards codes and locksmith data for College.</td>
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<td><strong>6.</strong></td>
<td>Performs administrative support activities including gathering and reporting statistical department data, writing department reports, auditing key/card access, and matching invoices with prior allocations.</td>
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<td><strong>7.</strong></td>
<td>Investigates criminal activity, traffic accidents and other unusual events; follows up with incident reports and collects evidence if necessary.</td>
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<td><strong>8.</strong></td>
<td>May be responsible for ensuring the Campus fire detection and suppression system are in proper working order including, but not limited to: single station smoke detectors and monitored fire alarm systems, sprinkler systems, fire hydrants and water supply lines, standpipes, fire department connections and post indicating valves, fire pumps, halon and CO2 suppression systems as well as fire extinguishers.</td>
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9. Reviews, approves and determines necessary action for daily logs and incident reports prepared by lead security officers and security officers. Reviews and determines necessary action for statistics, court cases, and complaints; ensures compliance with college policies and procedures.

10. Attends all required training sessions.

11. Performs other duties as assigned.

**Training and Experience** (positions in this class typically require):
Associate's Degree in police science, criminal justice, security administration, or related field and three years related experience, including lead or supervisory experience; 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:
- Supervisory principles;
- Law enforcement weapons and equipment;
- First Aid and CPR practices and principles;
- 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.
CLASSIFICATION DESCRIPTION TITLE: SECURITY SUPERVISOR

Skills (position requirements at entry):
Skill in:
• Supervising and evaluating employees;
• Applying budgetary principles;
• Exercising judgment and discretion;
• Prioritizing and assigning work;
• Preparing and conducting employee training;
• Applying applicable local, state and federal laws, rules, and regulations;
• Maintaining records and preparing reports;
• Using a variety of law enforcement weapons and equipment;
• Applying and interpreting law enforcement principles and practices;
• 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.

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: 7/24/08

Signature of Employee

Date
CLASSIFICATION DESCRIPTION TITLE: SECURITY SUPERVISOR

Signature of Supervisor    Date