

### SECTION 1. POSITION INFORMATION

|   |                                       |
|---|---------------------------------------|
| <b>a. Class No./Title:</b><br>5522 - Campus Sec/Public Sfty Officer | <b>b. Competency Level:</b>           |
| <b>c. Effective Date</b><br>7/1/2013                                | <b>d. Position No:</b><br>H99828      |
| <b>e. Working Title:</b><br>Campus Security/Public Safety Officer   | <b>f. Work Unit:</b><br>Campus Safety |
| <b>g. Agency No.:</b><br>58018                                      | <b>h. Agency Name:</b><br>Oregon Tech |
| <b>i. Employee:</b>   | <b>Supervisor:</b><br>Edward Daniels  |
| <b>j. Work Location:</b><br>Klamath Falls, Klamath                  |                                       |
| <b>k. Position :</b><br>Full Time<br>Permanent<br>Regular Hours     |                                       |
| <b>l. FLSA:</b><br>Non-Exempt                                       | <b>Eligible for Overtime:</b><br>Yes  |

### SECTION 2. PROGRAMMING INFORMATION

**a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.**

The mission of the Campus Safety Department is to provide for the safety and occupational health of the campus community, including faculty, staff, students, and visitors. Campus Safety Officers provide emergency and non-emergency services in support of this mission.

**b. Describe the purpose of this position and how it functions within this program by completing this statement:**

The purpose of this position is to maintain order, and the safety of persons and property, on the OIT campus through emergency response, prevention and investigation of crimes and violations of college rules, instruction and training, and the enforcement of parking policies.

### SECTION 3. DUTIES

**a. Major Duties**

Safety Patrol (50%)

Conduct general safety patrol of campus, including buildings and parking lots, to prevent unlawful acts or vandalism. Check doors and windows, turn off unnecessary lights. Report any irregularities that pose a safety hazard. Maintain duty log of all activities during shift.

Parking Regulation (17%)

Enforce college parking regulations; issues parking citations.

#### Emergency Response (13%)

Answer calls for assistance; respond to emergency calls regarding accidents or injuries as well as physically threatening situations. May include securing scene, directing traffic, calling for assistance as needed, interviewing witnesses, victims and suspects, and providing information or assistance to outside law enforcement agencies upon request.

#### Assistance Provision (8%)

Unlock buildings and rooms for individuals; assist individuals with stalled vehicles; provide information about rules, regulations, parking areas, activities and events on campus, and locations of buildings and offices.

#### Miscellaneous (12%)

##### Lock and unlock College buildings (4%)

Write complete standardized reports for all accidents, injuries, crimes, etc., and may assist in the preparation of special reports or studies. (4%)

Respond to fire alarms and reset alarms upon determination of no hazard or at the request of the Fire Department personnel. Assist with building evacuation drills. (1%)

Serve as relief officer, covering shifts normally worked by other officers who are on leave (sick leave, vacation leave, holidays, etc.). (1%)

Provide escort service for, or transport directly, ill or injured persons to medical facilities. Transport college cash funds to local banks. (1%)

Perform other duties as assigned by Supervisor or Director. (1%)

#### **b. Marginal Duties**

## **SECTION 4. WORKING CONDITIONS**

**Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.**

May work flexible shifts including periodic rotation of shifts to provide 24 hour/7 days a week coverage. Must be able to work outdoors in all weather conditions. Position requires significant walking and some running. Requires occasional lifting and exertion for short periods. Must be able to maintain personal composure in stressful situations.

## **SECTION 5. GUIDELINES**

**a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.**

Federal and state laws, city ordinances, College rules and policies, and departmental policies.

Guidelines are used to prescribe activities, and to evaluate the actions of others, to maintain safety of the college community.

**b. How are these guidelines used to perform the job?**

## SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

| Who Contacted                           | How                            | Purpose  | How Often |
|---|--------------------------------|--|-----------|
| Faculty                                 | Phone, email, in person        | Take Accident/Crime reports, provide first aid assistance as needed, provide information and other assistance as needed. | Daily     |
| Staff                                   | Phone, email, in person        | Take Accident/Crime reports, provide first aid assistance as needed, provide information and other assistance as needed. | Daily     |
| Students                                | Phone, email, in person        | Take Accident/Crime reports, provide first aid assistance as needed, provide information and other assistance as needed. | Daily     |
| Campus Visitors                         | Phone, in person               | Provide information and assistance as needed.  | Daily     |
| Law Enforcement and Monitoring Agencies | Phone, email, in person, radio | Provide information and assistance as needed.  | Daily     |

## SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Decisions are made daily regarding the safety of campus community members, the enforcement of rules and regulations, and parking policies. Confidentiality and decorum must be maintained in situations that could become volatile; errors in judgment may endanger persons or property, or cause poor community relations.

## SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Functional supervision and daily review of work is performed by the Director to provide long term direction and accomplishment of departmental goals and objectives and conduct formal annual evaluations.

## SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position: