JOB DESCRIPTION

Campus Safety Officer

**Definition of Class**
This is a non-supervisory position that is under the supervision of Campus Safety Officer Supervisor. The incumbent provides safety to all people on the University campus. The incumbent ensures that the campus buildings are locked and not violated; patrols assigned areas of the University on foot.

**Examples of Work Performed**
Performs a variety of duties in patrolling assigned areas of the University to detect fires, trespassers, or other unusual occurrences, and provides comprehensive perimeter security and access control for all assigned buildings.

Locks and unlocks doors, closes windows, and turns lights off and on for authorized University personnel.

Observes and detains violators of University rules and regulations and applicable criminal laws.

Reports activities of assigned areas.

Assists University Police Officers when necessary and relieves officer in non-criminal matters.

Maintains public confidence and support by emphasizing public relations through providing information about the University and related matters to students, staff, and the general public.

Conducts security inspections periodically and makes recommendations for eliminating security risks.

Directs traffic and assists in the enforcement of parking regulations as directed by supervisors.

Identifies, corrects or reports to appropriate persons for action, all situations which present a hazard to public safety, physical security, and/or public welfare in and around assigned areas.

Completes foot patrol inspections of buildings, grounds, and parking lots, as assigned, and completes appropriate building inspection checklists on daily basis.

Performs related or similar duties as required or assigned

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Patrols assigned areas of the campus.
2. Locks and unlocks doors, ensuring security of campus buildings.
3. Directs traffic and assist in the enforcement of parking regulations.
4. Assists University Police Officers.
5. Conducts physical security inspections of facilities and reports findings.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

  **Vision:** Requirements of this job include close, color, and distant vision.

  **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

  **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand or walk. The incumbent is frequently required to use hands to finger, handle or feel objects, tools, or controls; and climb or balance. The incumbent is occasionally required to reach with hands and arms; and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

  **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  **Licensure:**
  Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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