



JOB DESCRIPTION

INFORMATION			
Job Title	<i>Campus Safety Officer – Armed</i>	EEOC Job Classification	Service Workers
		FLSA Classification	Non-exempt
Department	Campus Safety	W/C Classification	9101 - Labor
Reports To	Director of Campus Safety	Effective Date	8/6/2020

SUMMARY
<p>The Campus Safety Officer - Armed position provides service functions to support the general safety of the university community. Patrols an assigned area and responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Performs investigations and makes arrests when necessary. Deters and prevents unlawful behavior, and performs internal and external public safety functions. Carries weapons in accordance with licensing and training.</p>

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Work assigned shift totally 32 to 40 hours per week as scheduled. • Must be able to report to work in case of disaster or emergencies. • Carries approved weapons (Firearms, Taser, Pepper Spray, Baton/ASP) and Handcuffs subject to licensing and training • Patrol assigned area on foot or in a vehicle. May serve as lead on shift when no supervisor is scheduled. • Responds to telephonic and/or radio calls for routine and emergency assistance in both criminal and non-criminal situations. Assesses circumstances and conditions at the scene of an incident and determines the appropriate response. • Conducts preliminary investigations of criminal and non-criminal incidents. Interviews victims, witnesses, suspects, and others. Issues citations and/or makes arrests. Conducts follow-up investigations as required. • Maintains an accurate record of daily activities. Prepares comprehensive incident and crime reports. Ensures reports are legally sufficient through consultation with supervisors. • Assesses severity of medical emergencies, provides first aid, summons medical assistance as required, and transports non-life threatening sick and injured. • Maintains perimeter and crowd control in the areas of crimes, emergencies, and special activities. • Escorts university employees, faculty, staff, students and/or guests. • Maintains security of buildings and university related property by controlling access, and the opening and securing of buildings. • Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS
<ul style="list-style-type: none"> • Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.

- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.
- Exercise wisdom and discernment when contacting dissatisfied or abusive individuals.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Must successfully pass a background investigation.
- Be at least 21 years of age

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree or equivalent
- One (1) year experience as certified law enforcement officer and POST Level III/II Academy component certifications or out of state equivalent training; Or, one (1) year experience in U.S. Military and Basic/MOS training certifications and honorable discharge; Or, one (1) year experience as an armed guard in the security industry, preferred.
- California Class C driver's license, or California non-driver's identification with valid out of state driver's license, required.
- Glock 17 9mm (Gen 3 or later) purchase will be required within FTO period, at own expense.
- BSIS Guard Card Required.
- Exposed Firearm Permit required or must show proof of submitted application to BSIS before hire.
- California baton license, ASP certification, preferred.
- Axon X26P Taser certification. Preferred
- PC 832 arrest course and PC 832 firearm course certificates or greater POST, preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required and dexterity of hands and fingers to operate assigned equipment.
- Working environment is indoors and outdoors, driving a vehicle to conduct work potentially in adverse weather conditions.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 50 lbs.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

Selection Process:

- Step 1: Application and resume submitted to Human Resources
- Step 2: Job Interview
- Step 3: Background - verification of qualifications, licenses, reference check
- Step 4: Conditional Job Offer: Supplemental Questions, Drug screening, Physical Exam, Physical Ability Test
- Step 5: Admin Review / Hire