



# JOB DESCRIPTION



## INFORMATION

|                   |  |                                |                 |
|-------------------|--|--------------------------------|-----------------|
| <b>Job Title</b>  | <i>Campus Safety Officer – Unarmed</i> | <b>EEOC Job Classification</b> | Service Workers |
|                   |  | <b>FLSA Classification</b>     | Non-exempt      |
| <b>Department</b> | Campus Safety                          | <b>W/C Classification</b>      | 9101 – Labor    |
| <b>Reports To</b> | Director of Camus Safety               | <b>Effective Date</b>          | 1/18/2021       |

## SUMMARY

Advance the mission and vision of TMUS by providing service functions to support the general safety of the university community. Observe and reports in assigned patrol areas and respond to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Deters and prevents unlawful behavior and performs internal and external public safety functions.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work assigned shift totally 32 to 40 hours per week as scheduled.
- Must be able to report to work in case of emergencies.
- Carry assigned equipment on duty subject to licensing and training.
- Patrol assigned area on foot or in a vehicle as assigned.
- Respond to telephonic and/or radio calls for routine and emergency assistance in both criminal and non-criminal situations.
- Assess circumstances and conditions at the scene of an incident and determines the appropriate response.
- Conduct 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.
- Maintain an accurate record of daily activities. Prepares comprehensive incident and crime reports. Ensures reports are legally sufficient through consultation with supervisors.
- Assess severity of medical emergencies, provides first aid, summons medical assistance as required, and transports non-life threatening sick and injured.
- Testify in court on criminal and civil matters affecting the interests of the university.
- Maintain perimeter and crowd control in the areas of crimes, emergencies, and special activities.
- Escorts university employees, faculty, staff, students and/or guests and their vehicles.
- Present crime prevention and public information programs.
- Maintain 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

- 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.

- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Must be at least 21 years of age.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

### **Minimum requirements for this position:**

- Bachelor's degree or equivalent required.
- California Class C driver's license, or California non-driver's identification with valid out of state driver's license, required.
- BSIS Guard Card Required.
- California baton license, ASP certification preferred.
- Axon X26P Taser certification preferred.
- PC 832 arrest course certificate (40-hour course), flexibility to attend when scheduled.
- Previous licensed security experience 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.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 50 lbs.
- Occasional travel is involved including overnight stays.

## **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