



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<b><i>Campus Safety Officer – Armed</i></b>	<b>EEOC Job Classification</b>	Service Workers
		<b>FLSA Classification</b>	Non-exempt, part-time
<b>Department</b>	Campus Safety	<b>W/C Classification</b>	9101 - Labor
<b>Reports To</b>	Director of Campus Safety	<b>Compensation</b>	\$23.00 - \$26.00/hour

SUMMARY
Advance the mission and vision of TMUS by providing personal, equipment, and real property security for faculty, staff, students, and visitors within an assigned area of the University campus. Provides escort services, and other basic public assistance services as needed, and performs routine security and public safety patrol duties within assigned area. Remains alert to emergency situations and provides first-line response, emergency management, and/or referral if required.

ESSENTIAL JOB FUNCTIONS
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<ul style="list-style-type: none"><li>• Act as first responder to all campus emergencies, medical and criminal, that could potentially be hazardous and/or life threatening.</li><li>• Observe and report hazardous conditions to management.</li><li>• Monitor parking lots and direct traffic and parking as necessary.</li><li>• Enforce campus traffic regulations including parking, and speeding.</li><li>• Enforce campus policies including smoking, alcohol usage, and drug usage.</li><li>• Observe weather conditions on campus and report dangerous or unusual weather-related activity to management.</li><li>• Complete investigations of university violations, including viewing camera footage, talking with witnesses, and writing incident reports.</li><li>• Patrols assigned area on foot, in assigned motor vehicle, or other specialized vehicle to ensure personal, building, and equipment security.</li><li>• Examines doors, windows, and gates to ensure security; uses University keys to open and close buildings as scheduled for events and ensures all windows and doors are locked as scheduled; monitors closed buildings for unauthorized persons and/or suspicious activities.</li><li>• Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.</li><li>• Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.</li><li>• Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.</li><li>• Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.</li><li>• Performs periodic checks of emergency call boxes and/or streetlights to ensure proper functioning; reports malfunctions as required.</li><li>• May provide safe and efficient transportation to university employees and/or visitors, as requested, using an institutional vehicle.</li></ul>

- Patrols and monitors assigned parking areas and/or parking garages to provide public security and assistance.
- Maintains security controls for issued university keys; safeguards and controls issued University equipment.
- Prepares routine, standardized reports.
- Position is classified at 40 hours per week, patrol shifts scheduled in accordance with department need (DAYS, PM, AM).
- Must be able to report to work in the event of disaster or emergencies.
- Carries approved weapons (Firearms, Taser, Pepper Spray, Baton/ASP) and Handcuffs subject to licensing and training.
- 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.
- Exercise wisdom and discernment when contacting dissatisfied or abusive individuals.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to successfully conduct security patrols without direct supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to safely operate a motor vehicle.
- Ability to understand and follow specific instructions and procedures.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to react calmly and effectively in emergency situations.
- Skill in performing building security and lock procedures.
- Knowledge of public security codes, policies, and regulations.
- Ability to understand, follow, and enforce safety codes, regulations, and procedures.
- Skill in providing protection services to individuals on campus.
- Ability to detect problems and report information to appropriate personnel.
- Must successfully pass a background investigation.
- Be at least 21 years of age and possess a valid California driver's license.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- 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.

- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Moderate physical activity; requires handling of average-weight objects and standing or walking for extended periods of time.

## 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