**Employee Name:**
**Position Control Number:** 01110374

**Division:** Winona State University
**Activity:**

**Classification Title:** Campus Security Officer
**Working Title:** Campus Security Officer

**Prepared By:** Chris Cichosz
**Appraisal Period:**

---

**POSITION PURPOSE:** The Campus Security Officer typically supervises student security guards, desk guards, and dispatchers (communication) to ensure protection of persons and property; enforcement of university and MnSCU regulations; and response to criminal, medical, mechanical, weather related and other emergencies at Winona State University. Maintain a high level of public relations and effective communication with members of the University Community. Provides primary direction and decision making during incidents on campus until relieved by higher authority.

Also responsible for staffing and coordinating substations located at several other sites within WSU, supervise the Community Policing Philosophy, identify risks on campus and recommend changes. Provide training to members of the campus community regarding specific topics and initiate proper crime prevention programs and services when appropriate.

**REPORTABILITY**

**Reports to:** Assistant Director of Security

**Supervises:** Student Security Officers (Quantity is dependent upon assigned shift), ranges from 1 – 13 guards.

---

**DIMENSIONS**

**Budget:** N/A

**Clientele:** Approximately 850 faculty, staff, administrators, 8,000 students including 2800 students that live on campus, guests of Winona State University and Winona Community Members. Winona Police Department, federal and state law enforcement agencies, local hospital and emergency services, organizations and individuals utilizing university facilities such as high schools, community groups and others.

---

*Make 3 Copies: Employee, Supervisor, Personnel Office*
Principle Responsibilities and Tasks

1. Supervise security activities during assigned shift.
   A. Performs a continuous patrol of the University campus while not engaged in other official duties. The majority of tasks shall be performed while on patrol.
   B. Ensure that equipment and vehicles are in proper working order at beginning of shift.
   C. Ensure that building exteriors and public interior area are secured after normal work hours.
   D. Completes an inventory of equipment and vehicles at the beginning of the shift.
   E. Respond to emergency calls, e.g. fights, assaults, drug and alcohol abuse, suicide and suicide attempts, burglaries, maintenance emergencies, fires, medical emergencies, and bomb threats; stabilize incidents; if necessary, deliver emergency first-aid as First Responder (or greater) status allows.
   F. Interview involved parties and witnesses, gather physical evidence according to appropriate legal procedures and department policies, interpret and explain relevant laws, rules, and regulations.
   G. Ensure all incidents are documented and detailed reports completed within established time frames.
   H. Conduct preliminary and follow-up investigations per department policy.
   I. If necessary phone for emergency medical assistance and/or local law enforcement assistance.
   J. Assist law enforcement and act as a liaison during their respective tour of duty.
   K. Cooperate fully with all other state, federal, and local law enforcement agencies.
   L. Adopt and ensure compliance with the Community Policing Philosophy within the campus community.
   M. Initiate and investigate violations of WSU Security policies and procedures by members of security.

   Priority: A                  Discretion: A  Percent of Time:    40  Essential Function: Yes

2. Respond to campus-wide emergency situations and trouble calls.
   A. Ensure that emergency procedures are implemented in response to calls for medical, maintenance, HAZMAT and weather emergencies.
   B. Take steps to protect lives and property
   C. Limit and control access to hazardous situations and contact appropriate personnel to bring situation under control, e.g. fire and police departments, Environmental heath and Safety staff, maintenance staff, and medical services.
   D. Make emergency decisions in absence of higher authority, e.g. assess dangers to students, faculty and staff and determine whether or not to close down portions or all of the University.

   Priority: A                  Discretion: A  Percent of Time: 10  Essential Function: Yes

3. Supervise and assign shifts consisting of Student Patrol Officers (1-13)
   A. Assign student patrol officers to walking patrols, vehicles patrols, communications center, fixed posts and special events.
   B. Assign student employees to work units within shift and approve student employee’s requests for transfers within work units.
   C. Assess student training needs and provide on-the-job training.
   D. Provide training in areas of personal expertise to security personnel and other members of the campus community.
   E. Recommend modifications to emergency procedures and plans.

   This position is required to respond to campus-wide emergency situations and trouble calls in areas of responsibilities using initiative and delegated freedom of action as described below:

   Normal shift hours:
   - As directed by the Director of Security, VP of Finance and Administration or other designated University official.
   - Notification of situations by dispatcher or other legitimate source.

   After normal shift hours:
   - Call-in and callback assignments from the following line of authority: Director of Security, VP of Finance and Administration, or other designated University official.
   - Dispatcher and/or request from Physical Plant

   On-Call Status:
   - Shall be in on-call status if directed in writing by the Director of Security or designee.
This position is weather essential as determined by management of WSU during inclement weather and other emergency periods as declared by the Commissioner of Employee Relations and/or the President of the University consistent with MnSCU Board Policy 4.4 Weather/Emergency Closings Part 2., Support A., No 2.

Shall participate in meetings/events/training relative to this section, i.e. Winona County Emergency Management, Crisis Response, Table Top exercises, drills, and complete required training as directed by the Director of Security or University.

Priority: A  Discretion: A  Percent of Time:     15  Essential Function: Yes

4. Oversee the operations of the WSU shuttle service, assist with crime prevention training and ensure Security staffing is adequate at all locations.
   A. Supervise the WSU Shuttle Service (student van) during their respective shift. Monitor operations, make necessary adjustments, and perform any other duty related to transporting students to and from all outlying campuses.
   B. Implement, develop and deliver crime prevention presentations when assigned by the Director of Security. In addition, visually conduct risk assessments of the campus to assist in creating a safe environment for students, faculty and staff.
   C. Supervise the Community Policing Philosophy for members of WSU Security and its implementation throughout the campus community.
   D. Staff and maintain satellite offices located at East Lake Apartments and Lourdes Hall throughout their respective shifts and servicing the specific needs of those members of the campus community.
   E. Coordinate and conduct training for other members of the campus community to include but not limited to CPR, AED Training, Emergency Management, crime prevention and other safety related topics.
   F. Assist in the development and implementation of crime prevention programs and services to members of the campus community. Identify risks and recommend changes to reduce the likelihood of criminal activity.
   G. Conduct money transfers from the University Cashier’s Office to the local bank daily.

Priority: A  Discretion: A  Percent of Time:   15  Essential Function: Yes

5. Assist with providing direction for campus safety and security services so that goals are met.
   A. Assist with developing, implementing and evaluating policies and procedures for routine and emergency situations.
   B. Recommend safety and security services and other resource needs.
   C. Coordinate, recommend and supervise safety and security services for large events occurring on campus with particular attention on events occurring at WSU.
   D. Assist Director with compiling statistics for the annual Campus Crime Report, Jeanne Clery Act, Drug Free Schools, Student Right to Know, and Omnibus Anti-Crime Act.
   E. Provide professional advice on development of policies, procedures, campus crisis plan, etc.

Priority: A  Discretion: A  Percent of Time:   10  Essential Function: Yes

6. Supervise activities in the Security Communications Center
   A. Monitor activities of the student communication officers.
   B. Monitor and report deficiencies in the university’s CCTV system.
   C. Correct and/or report equipment malfunctions occurring in the center.
   D. Maintain and control all evidence coming to the attention of WSU Security
   E. Review the shift communication logs to ensure accuracy and completeness.

Priority: A  Discretion: A  Percent of Time:   10  Essential Function: Yes
NATURE AND SCOPE: (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM-SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

RELATIONSHIPS: The position works cooperatively with the Winona Police Department, Fire Department to conduct preliminary and follow-up investigations. They also work with local emergency agencies and other public facilities. The incumbent interacts daily with: Faculty, administrative staff, students, general public

KNOWLEDGES, SKILLS, AND ABILITIES:

Minimum Qualifications:
• At Least 2 years of experience as a Security Patrol Officer, Crime Prevention Officer, or Peace Officer OR
• Associates degree in Law Enforcement, Paralegal or related field and 1 Year of experience as a Security Patrol Officer, Crime Prevention Officer or Peace Officer OR
• A Bachelor’s degree in Law Enforcement, Paralegal or related field.

Successful Applicant Must:
• Possess a valid Driver’s License or obtain one prior to appointment
• Shall pass background check

Preferred Qualifications:
• Two-year degree in law enforcement or equivalent.
• Demonstrated interpersonal skills sufficient to represent the Security Department in a professional manner and establish good relationships with constituents on campus.
• Demonstrated conflict resolutions skills sufficient to diffuse tense situations and bring resolution.
• Five years of experience in law enforcement, security or related field (full time experience preferred)
• Two years of supervisory experience (supervision of personnel preferred)
• First Aid or other medical training certification.
• Experience/training in modern police practices, i.e. investigations, report writing, community policing, etc.
• Ability to react quickly and efficiently in emergency situations, making appropriate judgments regarding intervention techniques and evacuation.
• Emergency Management Training/Experience.
• Experience in scheduling, payroll, and interviewing job applicants.
• Jeanne Clery Act Compliance Training/Experience.
• Training/Experience in Dispatch operations.

Physical Requirements:
Actions: Hearing – normal or corrected to normal; eyesight 20/20 or corrected to 20/20 with normal color vision; on an 8 hour shift, sit for 8 hours and/or stand for 8 hours and/or walk for 8 hours; walk on slippery surfaces; continuously bend/stoop, crouch, kneel, balance, push/pull, occasionally squat, crawl, climb, reach above shoulder level; use both feet for repetitive movements; use hands for grasping and fine manipulating; ability to manually direct traffic; talk and listen using a standard telephone; talk and listen using a two-way radio; ability to speak loudly and clearly; ability to drive an automobile or truck in all types of weather; ability to ride a bicycle; ability to defend against aggressive/combative individuals; ability to identify smoke and common hazardous materials by sense of smell.

Strength: Occasionally carry and lift 30 to 40 pounds and lift and carry 25 pounds for extended periods of time

Stamina: Frequently endures exposure to changes in temperature from 0 degrees to 37 degrees Celsius and occasionally endure temperatures much lower or somewhat higher

PROBLEM SOLVING:
Examples of problem solving include:
• Organizing and prioritizing work among multiple units and student staff – multi-tasking
• Resolving situations to minimize the conflicts and/or damage to people and property
• Maintaining security while balancing the needs to students, the University and the Community

FREEDOM TO ACT:
The individual in this position reports to the Campus Security Supervisor on a regular basis. He/She must make decisions pertaining to security and parking problems; major emergencies/disasters, criminal acts, and mechanical emergencies.
The incumbent is expected to take charge and control all incidents occurring during their shift.