



Brown University
Department of Public Safety

Job Description for Security Officer/303

A. Nature of work

The Security Officer is a non-sworn uniformed, civilian employee of the Brown University Department of Public Safety. This person is assigned to a particular post and is held responsible for:

1. Prevention patrol of the post. External patrol and internal inspection of all University property and development of a working knowledge of the activity and community on the post.
2. Protection of property.
3. Enforcement of all University rules and regulations.
4. Providing non-criminal services to the Brown University Community.
5. Must be able to provide rescue functions.
6. Writing non-criminal reports and witness statements as dictated by their responsibilities.
7. Testifying in any University hearing or criminal court necessitated by performance.
8. Assisting the Campus Police Officer when called upon.
9. Initiate and enhance communication between the Department and the community.
10. Assist with identifying problems to community awareness and communications.

B. Illustrative examples of work

The Security Officer will patrol and take action only on University property and in University buildings. They will be responsible for their post assignment and will handle all non-criminal situations in that area. They will report hazardous conditions and physical security problems; they will admit authorized people to University buildings; they will perform lock-up responsibilities; they will conduct building patrols and provide information to guests and members of the Brown University campus and will respond to complaints of violations of University rules and regulations. They will perform rescue functions in emergencies, such as fires. They will be held responsible for completing all paperwork as required by their actions.

C. Qualifications/Job Functions

1. Must be able to engage in security functions that include such things as working various shifts, walking on foot patrol, climbing stairs and physically checking the doors and windows of buildings to ensure that they are secure.
2. Must be able to perform and directly assist in rescue operations which may involve lifting, carrying and dragging heavy objects, climbing over and pulling oneself over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, crawling in confined areas, balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
3. Must have a high school diploma/GED and be capable of communicating effectively and coherently over radio channels while initiating and responding to radio communications.
4. Must be able to prepare reports using appropriate grammar and mathematical computations.
5. Must be 18 years of age or older
6. Valid driver's license encouraged; not required.
7. Must pass a background investigation. Candidates must not have any felony convictions or serious misdemeanor convictions.
8. Must pass a psychological examination administered by the University of Rhode Island, and a physical examination administered by University Health Services.
9. Must successfully pass this Department's Security Officer training program, including receiving instruction on Use of Force policy as it applies to Security Officers, and demonstrating proficiency with MEB & ASR.
10. Must successfully complete a 12 month probationary period (six months if promoted into this position) An employee transferred or promoted from a part-time to a full-time position, or an employee transferred or promoted during the first twelve months of employment with the Department, shall serve a twelve (12) month probation in the new position.
11. Must be able to communicate with sensitivity and tact and maintain confidentiality.
12. Must have strong interpersonal and communication skills with the ability to develop and maintain mutually cooperative relationships with students, staff, faculty and the neighboring community.