

## JOB DESCRIPTION

|              |                            |       |              |
|--------------|----------------------------|-------|--------------|
| Position     | Campus Security Officer    | Date  | October 2014 |
| Dept         | Facilities Management      |       |              |
| Reporting To | Manager, Safety & Security | Group | Non Union    |

Cape Breton University (CBU) is committed to providing a safe and secure environment for employees and students to work, study, and live. CBU has established a proactive community policing program aimed at education and fostering a safe environment for all.

### **PURPOSE:**

Under the general supervision of the Manager of Safety & Security, the Campus Security Officer is responsible for creating and fostering a safe and open campus community which includes education and the promotion/enforcement of university regulations relating to safety and security. Regular shifts include days, nights and weekends. This is an active, physically demanding position responding to emergencies, requests for assistance, traffic/parking control and enforcement of CBU policies.

### **SPECIFIC RESPONSIBILITIES:**

The Campus Security Officer is responsible for promoting and ensuring the personal safety of employees, students, and visitors as well as buildings on campus. The Campus Security Officer will participate in regular foot patrols and participate in the delivery of educational programs for students and employees.

#### Security Services

- Build strong, positive relationships with staff, faculty, and students at CBU.
- Provide security for the students living in all residence buildings.
- Conduct ongoing patrols of the University during each shift to ensure physical security of property. Check entrances/exits and interior doors and points of entry. Unlock and secure buildings according to daily schedules.
- Preservation of and presentation of evidence.
- Respond to and investigate incidents, occurrences, and emergencies. Administer medical first aid and/or CPR as required.
- Receive information and determine the requirement for after-hours services and emergency response for physical plant issues, police, medical, counseling, and fire.
- Participate in fire alarm testing and monitor safety issues.
- Conduct security audits of departments and residences.
- When required, traffic and crowd control.
- Assess intoxicated persons - provide safe environment or call 911.
- Prepare verbal and written reports.
- Provide information and assistance to staff, faculty, students, and visitors.
- Enforce parking by-laws.

- Caper Patrol: participate in the supervision of Caper Patrol, the CBU walk-safe program.

### Education program

Participate in the delivery of a range of education programs for employees and students, such as:

- Legal rights for international students
- Alcohol and drug education
- Sexual assault programs
- Safety and personal protection programs for women
- Programs to promote dorm safety
- Lockdowns

### **QUALIFICATIONS:**

- Diploma or Certificate in policing, corrections or criminology.
- Valid CPR, first aid and AED certification, or ability to obtain.
- Proof of valid criminal record check.
- Police, corrections, or security experience an asset.
- Demonstrated initiative and proactive approach to security and safety.
- Strong knowledge in security and in security systems, including ability to provide accurate incident reports.
- Strong community orientation.
- Demonstrated interpersonal skills (listening to inquiries, probing for details, responsive to clients) mental awareness and preparedness.
- Well-developed computer skills (e.g. MS Word).
- Physically fit.
- Able to perform the duties of the position, having regard to your own safety and the safety of members of the public.
- Willingness to undertake additional training.
- Willingness to work a shift rotation including days/nights and weekends.