

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Security Corporal**

Department: **University Police**

David Shannon

01/09/2012

Mike Johnson

01/09/2012

Prepared by

date

Approved by

date

Supervision received: Chief of University Police / Chief's Designee

Supervision given: N/A

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Security Corporal is a Safety Sensitive Position which is non-commissioned personnel who provide basic security and safety services to students, faculty, and staff of the University.

Essential functions:

The Security Corporal must possess the following abilities and complete them as may be directed by their immediate supervisor:

- Perform duties without direct supervision in accordance with Department and University policies and procedures.
- Work to maintain the security and safety of students, visitors, faculty, staff, facilities and equipment of the university.
- Patrol facilities internally and externally.
- Provide for the enforcement of laws and University policy and procedures.
- Act as a liaison with outside safety, security and enforcement agencies.
- Pursuant to "citizen's arrest" powers, make detentions and arrest when necessary in accordance with University policy and procedures.
- Investigate incidents and accidents.
- Operate University vehicles and equipment.
- Write detailed and legible reports.
- Work varied hours, including weekends and holidays.
- Work for extended periods of time without rest.

Other duties:

Security Corporals perform a variety of tasks and a variety of services that include, but are not limited to:

- Meeting the public in a variety of stressful circumstances.
- Crowd control at concerts, basketball games and other events.
- Traffic control for events bringing a large number of people to the campus.
- Parking management and enforcement, which includes issuing citations to violators.
- Escort services provision upon arrangement.
- Motorist assistance with stalled vehicles, flat tires or keys locked in vehicles.

- Provide access to locked facilities with appropriate authorization.
- Inspection of fire and other safety-related equipment.

NOTE: Omission of a specific statement of duties does not exclude them if they are related to the position.

Qualifications:

Demonstrate ability to communicate at a college level.

Demonstrate ability to interpret information.

Abilities:

Ability to effectively and professionally communicate with co-workers, students, faculty and administration. Ability to sit, stand, walk, climb, bend, kneel, and grasp for extended periods of time. Ability to lift 60lbs safely. Ability to spend extended periods of time in a non-environmentally controlled environment and/or outdoor elements.

Education:

Required: High School Graduate or G.E.D.

Preferred: Completion of 80 hours college in a criminal justice or safety related field.

Experience:

Preferred: Security or Law Enforcement experience.

Preferred: Fire service or emergency medical service experience.

Equipment:

Required: Posses and maintain an Oklahoma Drivers License

Obtain: Certification in Pepper Spray, Asp Baton and Handcuffs.

Special Requirements:

This person must be willing; when asked: to step outside the limited description of duties and perform any job required in special circumstances. This person will be required to work after hours (nights and/or weekends) when an occasion arises. Ability to safely spend extended periods of time walking and standing. Must have sufficient manual dexterity and physical stamina to perform the job requirements.

Applicants must be prepared to document their criminal history, if any. Applicants residence history extensively.

Monitoring conditions for life safety and property safety hazards.

This position is a Safety Sensitive position and will require drug testing according to OBU policy.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation* .

Employee signature

Date

Supervisor signature

date

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

HR Office only

New Revision: _____ FLSA: non-exempt IPEDS: _____ Sal/Grd assignment: _____

PRN(s) _____

HR Office only

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PRN(s) _____