

<b>Section 1: Position Information</b>	
Position Type: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Classification Type: 0430 (Range 12)
	Campus Security
Effective Date:	Banner Position Number: TBD
Working Title: Security Assistant - Intermittent Status	Work Unit: Police Department
Employee Name:	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Appointment Type: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
FTE: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Section 2A: Program Information</b>	
<p>The University of Oregon Police Department (UOPD) plays an integral role in the university community by providing a safe and secure campus environment conducive to learning, living, socializing and working. The department supports a climate that encourages a free, open and civil exchange of ideas in support of the education, research and public service mission of the university. The University Police Department staff recognizes and fosters the values of diversity and inclusion consistent with a spirit of responsible citizenship in an international community. UOPD is committed to the community it serves, and operates under a community-oriented, trust-based policing model.</p>	

## Section 2B: Position Information

Reporting to the UOPD Community Service Officers and Associate Director of Security, this position provides a variety of entry-level safety and security services to the campus community in support of the department's various law enforcement and security strategies. Work includes, but is not limited to; locking and unlocking campus facilities; parking tasks/meter hooding; patrolling campus buildings and grounds; reporting criminal activity to campus law enforcement; engaging and providing assistance to the campus community and its visitors; identifying and reporting hazardous and/or unsafe conditions; observing and reporting of suspicious or unusual activities; maintaining safety and security logs; completing written reports; monitoring fire and security systems; providing safety escorts; aiding those in need of basic medical care; staffing fixed security posts; and other duties as assigned.

## Section 3: Description of Duties

% of Time	New/Revised	Major Duties
30%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Conduct general security patrols of the campus to deter criminal activity and behavior that diminishes the quality of university life. Lock and unlock campus facilities on schedule and/or upon authorized request. Observe and report unusual circumstances to campus law enforcement personnel.
20%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Maintain physical security of the campus environment and its facilities. Patrol all university buildings and properties. Staff fixed security posts. Identify and report hazardous and/or unsafe conditions to the appropriate campus unit.
10%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Engage and render assistance to the campus community and its guests. Provide directions to campus facilities, and supply information relative to scheduled events. Provide safety escorts. Complete written reports. Hood meters in support of parking requests.
10%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Monitor fire and security systems. Respond to alarms as directed. Secure location until response personnel advise as to further action and/or relieve on-site

		personnel. Transport individuals as requested. Render basic first aid in the event of medical emergencies.
10%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Provide security coverage for special events as assigned. Assist campus law enforcement and event sponsors in maintaining a safe and secure venue. Support event operations plans, and ensure that the organizer's security expectations are met.
10%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Assist the Department of Parking and Transportation as directed. Aid bicyclists, motorists and pedestrians.
5%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Support university efforts during campus-wide emergencies, disasters and large scale events. Participate in all tactical preparedness drills, exercises and training. Ensure familiarity with campus emergency response plans. Maintain certifications.
5%	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Other duties as assigned.

#### **Section 4: Working Conditions**

Subject to night, weekend and holiday duty. Days/hours of shifts will vary. Breaks may be interrupted depending on workload. Must be able to work outdoors, in all forms of inclement weather. Moderate physical activity, alternating between minimum physical activities to periods of moderate physical exertion. Frequent talking, listening, standing, and walking for extended periods of time. Occasional running, use of stairs, carrying/dragging incapacitated individuals, balancing, stooping, kneeling, crouching, reaching, pushing, pulling and lifting of 50 pounds or more. Must be able to handle stressful situations, work under pressure, and deal with angry, upset, distressed, or hostile people. React calmly and think rationally in emergency and life threatening situations. Communicate effectively both orally and in writing, and understand and carry out complex instructions.

**Section 5: Guidelines**

Federal code and regulations, State statutes, City of Eugene municipal ordinances, University of Oregon rules and regulations (Oregon Administrative Rules), Department of Public Safety standards and policies.

Must be able to complete and possess basic First Aid, CPR and AED certifications.

Must have a valid driver's license.

**Section 6: Work Contacts**

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
University Community	In-Person	Service	Daily
General Public	In-Person	Service	Daily
Campus Operations	In-Person	Service	Daily

**Section 7: Job-Related Decision-Making**

Decisions made daily that relate to the safety and security of the campus community.

Decisions could affect Security Assistant's own personal safety, the personal safety of the university community and the security of buildings and property on campus.

Position requires self-initiation based on guidance and training. Security Assistant will routinely exercise independent decision-making and judgment on a regular basis.

Immediate supervisor will provide the majority of instruction and guidance to the employee.

Oral and written instructions will be provided but it is important the employee be able to make independent decisions.

Security Assistant must be able to maintain confidentiality at all times.

Position accesses and provides access to secure university facilities.

During public encounters, must be cognizant at all times of proper, courteous and informative behavior while always considering officer safety issues. Use of diplomacy and tact are a requirement of the position.

## **Section 8: Review of Work**

Direct supervision provided by CSOs; however, members of senior leadership may also provide periodic guidance. In addition, *Police Officers* may direct *Security Assistants* to take certain actions to ensure campus safety or complete critical tasks in support of department operations.

Work reviewed daily to maintain standard as described in position description. Formal annual evaluations completed yearly to ensure consistency of performance and appropriate development as a law enforcement communications professional.

## **Section 9: Additional Job-Related Information**

Must be enrolled as a current Student at the University of Oregon

Ability to take quick, appropriate action in stressful circumstances, maintain composure in emergency situations and handle confidential information with discretion.

Ability to demonstrate excellent oral and written communication skills to include the capacity to maintain legible handwriting and to type accurately and efficiently using a standard computer keyboard. Candidates fluent in a second language highly regarded.

Ability to routinely conduct self in a mature, professional and respectful demeanor with equal regard for all contacts. Uses established policy and innovation in solving customer service and programmatic issues.

Ability to follow directions and university administrative policies, procedures and guidelines.

Ability to prioritize and multi-task effectively in a fast-paced, detail-oriented and time-sensitive environment.

Demonstrated integrity, ingenuity and inventiveness in the performance of assigned duties.

Ability to work effectively with persons from diverse socio-economic and racial backgrounds.

Ability to operate a vehicle in order to complete assigned duties and/or to support the operational needs of the department. Proof of insurability required to obtain permission to operate a university vehicle.

Must have the ability to prepare a standardized report; possess a current driver's license and UO driver certification card; and have or be able to pass basic First Aid/CPR/AED training.

Ability to successfully pass a full background assessment that includes:

- criminal history;

- driving record history;
- personal history;
- prior employment history;

***This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***

**REVISED: 8-9-19**

Signatures	
Employee Signature	Date
Supervisor Signature	Date
Appointing Authority Signature	Date