

**ENFORCEMENT AND PATROL OFFICER III****NATURE OF WORK**

This is responsible security and supervisory work in the protection of life and property and enforcement of University regulations.

Work involves responsibility for assisting with the supervision of security operations on an assigned shift. Employees of this class participate in the performance of security guard assignments as well as control room duties at security headquarters. Work is performed within the framework of established policies but employees exercise initiative and independent judgement in specific applications of these policies. Work is reviewed by superiors through observation, punch clocks and reports, and through the absence of valid complaints.

**ILLUSTRATIVE EXAMPLES OF WORK**

Assists in supervising security operations on assigned shifts; instructs and assists security guards in the performance of their duties; performs foot and motor vehicle tours of campus to observe work performance and to ensure the adequacy of patrols; maintains contact with the control room.

Identifies minor violations, security breaches and safety hazards; responds to the scene of disturbances and assesses situations; determines whether police assistance is required; apprehends and detains suspicious persons; ensures that order is restored; completes incident reports to document events.

Participates in the performance of preliminary investigations of theft, vandalism, disturbances, traffic accidents, burglar alarms and fire hazards; questions witnesses and victims to obtain statements; prepares investigation reports regarding incidents and related circumstances; reviews reports of subordinate personnel to ensure accuracy.

Assists with coordinating response to emergency situations and abnormal conditions occurring on scheduled shift; provides emergency assistance including first aid; cooperates with police and fire department officials.

Assists with supervising traffic control for special events; directs vehicular traffic and enforces traffic laws and regulations on campus; monitors parking lots and roadways; issues tickets for overtime and illegal parking.

Relieves Sergeant of control room duties for a portion of shift; monitors electronic surveillance equipment and radio and telephone transmissions; assigns and dispatches subordinate personnel as necessary.

Provides escorts to staff and faculty upon request; transports handicapped students to class as required.

Performs related duties as required.

## **REQUIREMENTS OF WORK**

Considerable experience in security work preferably including some supervisory experience; graduation from high school supplemented by completion of a vocational school security program and a first aid course; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of standard security practices and techniques.

Considerable knowledge of the University traffic laws and parking regulations.

Considerable knowledge of University campus layout and its people traffic patterns.

Considerable knowledge of standard first aid techniques.

Knowledge of modern security technology.

Ability to conduct preliminary investigations and prepare related reports.

Ability to assist in the planning, assigning and directing of work of subordinate security personnel.

Ability to understand and enforce University regulations.

Ability to apply discretion in determining action to be taken when abnormal conditions occur and to react quickly and calmly during such situations.

Ability to handle all security matters in a trustworthy and confidential manner.

Ability to deal with faculty, staff, students and visitors in a tactful but firm manner.

Physical strength and agility sufficient to perform assigned tasks.

Possession of a valid driver's license issued by the Province of Newfoundland and Labrador.

**1005**

**1992.09.10**

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