

CAMPUS SAFETY OFFICER

GENERAL PURPOSE OF POSITION:

Principal responsibilities include handling dispatching duties. Other responsibilities may include security patrols of campus, providing safety escorts, response to medical calls and fire alarms, and assisting sworn police officers as necessary. This is a non-sworn position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES PRIORITIZED IN ORDER OF IMPORTANCE:

Job Duties

1. Perform dispatching duties to include radio dispatching, answering business and emergency phones, performing various computer duties, maintaining the department log, and other clerical tasks. *See Dispatcher job description for more details.*
2. Patrol of college buildings and grounds to ensure the safety of people and security of buildings. Provide safety escorts. Enforce parking rules and regulations. Assist with vehicular and pedestrian traffic. Respond to medical calls and administer first aid as necessary. Respond to fire alarms and other campus emergencies, providing assistance as required. Provide other assistance to sworn officers as required.
3. Other related duties as assigned.

EDUCATION, SKILLS & EXPERIENCE:

Minimum requirements of education, knowledge, previous experience, or equivalent required to perform the duties of this position at an acceptable level.

Educational and/or Training Requirements

A high school diploma is required; associate's degree in criminal justice/law enforcement is preferred.

Knowledge, Skills, Abilities

- Knowledge of police dispatching practices and a willingness to keep self up-to-date on current practices through department-sponsored training and other resources.
- Proficiency in multi-tasking. Ability to analyze requests for both emergency and non-emergency services and make independent decisions in communicating with and dispatching department personnel and other campus personnel and/or outside agencies.
- Ability to adjust to changing situations to meet emergency or rapidly changing requirements with a clear head, to exercise sound judgment and discretion in handling confidential information.
- Ability to establish and maintain cooperative relationships with members of the college community, the public, and local agencies/officials.
- Must possess strong verbal and written communication skills.
- Ability to immediately become proficient in computer systems and electronic equipment used by the department; working knowledge of computer aided dispatch and records management programs preferred.
- Must be honest and able to be trusted with confidential information. Work-related dishonesty or disclosure of confidential information will be grounds for termination.

Experience

Prior Police experience not required but preferred.

LICENSING REQUIREMENTS:

License(s) Type

- Must be able to obtain CJIS certification (from the Commonwealth of Massachusetts) at hire and retain this certification as a condition of continued employment.
- Must possess and maintain a valid driver's license and not have a significant history of motor vehicle infractions.
- Although not a sworn position, must be able to meet the qualifications for special state police powers under MGL c. 22C, §63 within 1 year of employment.
- Must obtain CPR, First Responder, and pepper spray (OC) certifications within 6 months of employment (at own expense). Must retain these certifications through department-offered training (or through other approved training at own expense).
- Within 6 months of employment, must obtain (at own expense) appropriate Massachusetts License To Carry (LTC) for department approved weapons (currently pepper spray). Must maintain LTC as condition of continued employment.
- Must successfully complete physical examination (including drug-screening), physical agility test, written test, psychological screening, and background investigation prior to hire. Incumbents may be subject to random drug-screening after hire, with or without advance notice.
- Must be physically fit and able to conduct patrols of campus via cruiser, bicycle, foot; able to stand/sit for extended periods of time; work outside in wide variety of weather conditions; may be required to perform duties in potentially dangerous/hazardous situations; must perform duties with or without reasonable accommodations.
- Must attend all department meetings as well as any other training/meetings required by law and/or the college.
- Full-time employees:
 - Willing to work a fair share of extra shifts and details. May be mandatory shift/detail work. May be assigned to a particular shift, sometimes with short notice.
 - Nature of job and staffing requirements may not allow for the approval of all leave time requests.
 - All clothing/equipment issued to, or bought for, employee must be returned upon separation from service.
- On-call employees:
 - Must meet a 24 hour a month minimum (shift hours worked or signed up for, plus detail hours worked) and be willing to work their share of holidays, weekends, and overnight shifts..
 - Must provide own uniform and equipment. Radio, badges, and some other equipment will be provided by the college and must be returned to the college upon separation from service.

EXPECTATIONS OF ALL EMPLOYEES:

Employee responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense, but they are listed to help ensure that no one misunderstands what is expected from Administrative and Staff employees. Employees are expected to:

1. Comply with the policies and procedures of Merrimack College.
2. Respect the confidentiality of sensitive information. Such information must be appropriately protected, is not to be repeated, discussed, or removed from the work area except for legitimate work reasons.
3. Spend the workday efficiently - by performing each task quickly, safely and well.
4. To be at work when scheduled to be working (to attend work regularly, arrive on time and remain until the end of the workday) and to work when supposed to be working (for example, keeping personal phone calls to a minimum and attending to personal matters during non-work hours).
5. Attend department meetings, staff meetings, and training programs and apply new information learned.
6. Respect the rights of others and cooperate with reasonable requests from co-workers.
7. Work in safe conditions using safe practices.
8. Be knowledgeable of standards and expectations for performance.
9. Be prepared to discuss performance during the Performance Review discussion.
10. Ask for, listen to, and act on performance feedback.

11. Respect the property of others and of Merrimack College and use College property only for legitimate work purposes.
12. Serve on College committees and attend College meetings with supervisory approval.

ADDITIONAL EXPECTATIONS OF THOSE IN SUPERVISORY POSITIONS:

1. Comply with the policies and practices of Merrimack College and ensure that those who work in the department or area comply as well.
2. Assign and review work; ensuring the proper completion of day-to-day work in your area of responsibility.
3. Ensure appropriate training and employee orientation to the department and work area.
4. Provide employees with the appropriate tools and resources to perform the work.
5. Actively promote equal opportunity and diversity.
6. Promote safe work practices and conditions.
7. Establish standards and expectations for work performance and meet with employees to discuss and clearly communicate expectations.
8. Evaluate employee's job performance regularly according to the College's Performance Review Process.
9. Advise and counsel employees regarding their performance.
10. Recommend or select applicants or employees to fill vacant positions.
11. Serve as the primary resource for employees, as well as assisting with their work-related problems, whenever appropriate.
12. Encourage employees to serve on College committees and attend College meetings.

NATURE OF THE WORK:

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves **standard office work** which may require repetitive motion and being confined to a desk for extended periods of time. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, talk or hear. The employee might occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is very moderate.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is moderate to loud when protective devices must be worn. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time for periods of time.

While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body and be able to reach overhead. Be able to work in various positions, including, but not limited to, stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time. Be able to lift, pull and push materials and equipment to complete assigned job tasks. Be able to lift 50 pounds of weight frequently throughout assigned workday. The noise level in the work environment is moderate to loud when protective devices must be worn. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time for periods of time.

