



POSITION DESCRIPTION

Position Title: Security Officer

Division: Facilities

Classification: Security Officer 1

Supervisor Title: Director, Facilities

Staff Year No.:

POSITION SUMMARY

The Security Officer is the front line for security at Assiniboine Community College. It provides all aspects of protective services to all campuses under the responsibility of ACC. The SECURITY OFFICER preserves and maintains the public peace in all Assiniboine College facilities. The SECURITY OFFICER is responsible for providing protection for Assiniboine College buildings and grounds, provides assistance and direction to members of the public and college employees in a prompt and courteous manner.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

Operational Functions

- Conducts regular foot and/or mobile patrols of the interior and exterior of college properties to establish and maintain security control.
- Responsible to take preventative action on emergency calls within established Policies & Procedures.
- Responds to and investigates all complaints related to security including vandalism, theft, maintenance and safety concerns (i.e. violence in the workplace) etc., and protects related evidence of incidents under investigation.
- Performs all activities relating to the security desk, includes the monitoring of an electronic and/or computer security system and response to technical security alarms installed in college facilities, i.e. duress, intrusion, fire, etc., as required.
- Provides information, assistance and direction to all persons who have official business within college facilities.
- Completes Incident reports of all unusual and/or illegal incidents.
- Answers telephone enquiries, locks/unlock doors as requested by authorized college employees, and assists and/or accompanies the elderly and handicapped as required.
- Utilizes CCTV systems and conducts casual surveillance on all persons entering/being in college facilities relative to irrational behaviour, intoxication, etc.
 - Administers first aid to all persons who may have received injuries in or on college facilities.
 - Provides crowd/traffic control during Special Events by directing the general public. Enforcement of parking regulations as required and directed. Issues parking tickets as necessary, and gives evidence in court when required.
- Responds to calls to investigate suspicious mail/parcels and scans packages as required.
- Acts on established programs related to evacuations.
- Required to support VIP security and perform other security related duties/investigations as required
- Records and protects found and/or seized property

