



POSITION DESCRIPTION

Position Title: **Security Officer**

Division: **School of Health & Human Services**

Classification: **Service Worker 2**

Supervisor's Title: **Manager, Security**

POSITION SUMMARY

The Security Officer is the front line for security at Assiniboine College, providing comprehensive protective services to all campuses under Assiniboine's jurisdiction. This role is vital in preserving public peace, ensuring the safety and security of college buildings and grounds, and delivering courteous assistance and direction to staff, students, and visitors. The Security Officer is a visible representative of campus safety and is expected to respond promptly and effectively to emergencies and incidents.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary Responsibilities

- Conduct regular interior and exterior patrols of college properties to maintain security control.
- Respond to emergency situations in accordance with established Policies and Procedures.
- Investigate complaints related to security incidents including theft, vandalism, maintenance issues, and workplace violence.
- Monitor electronic and computerized security systems; respond to alarms (duress, intrusion, fire, etc.).
- Provide information, assistance, and directions to all individuals on campus with professionalism and courtesy.
- Complete detailed Incident Reports for all unusual or illegal events.
- Answer phone inquiries, manage door access requests, and assist the elderly and individuals with disabilities as needed.
- Operate CCTV systems and observe individuals for signs of irrational behavior, intoxication, etc.
- Administer First Aid and CPR/AED to injured people as required.
- Perform crowd and traffic control duties during events, enforce parking regulations, issue tickets, and provide court testimony when necessary.
- Support emergency evacuations and VIP security assignments.
- Maintain chain-of-custody for found and/or seized property.
- Other duties as assigned

Administrative Functions

- Address complaints or observations related to safety/security and take corrective action.
- Maintain and update Daily Log and personal notebook for information tracking and accountability.
- Assist in training new Security Officers under the direction of the Manager, Security.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	0
Staff Positions Indirectly Supervised	0

The incumbent may work with the following:

All stakeholders, including students, faculty, staff, visitors, contractors, and the general public accessing ACC campuses.

KNOWLEDGE, SKILLS, ABILITIES, OTHER**QUALIFICATIONS**

- Must hold a valid driver's license (Class 5 minimum)
- Must hold a valid Manitoba Security Guard License
- Current certification in First Aid and CPR/AED (must be maintained)

Employee's Signature

Date

Supervisor's Signature

Date