

Generic Title:	Security Officer	Effective Date:	October 2014
Job Family:	Service, Safety, Security	Job Codes / Job Grades	678 / S2
Job Summary: Performs security duties at designated location entrances; opens and closes facility. Position will back up open existing coverage and may require outside patrols during evening hours.			
Principal Responsibilities: <ol style="list-style-type: none"> 1. Enforces procedural rules and regulations. Ensures the personal safety of staff, visitors, and property. Maintains security and safety for assigned area. Maintains working knowledge of the locations of various departments, buildings, access routes and admitting requirements. 2. May operate and monitor security control panels alarms, and related security equipment to provide area and visitor surveillance. Patrols assigned area including garages and other parking areas. Checks for suspicious occurrences, and enforces parking rules and regulations. Issues parking violation warnings, and tags and requests towing when necessary. 3. Responds to and investigates situations reported to Control Rooms. Calls Campus Police or other authorities to investigate suspicious activities or security violations that require intervention. 4. Checks vehicles in University and private parking lots for authorized parking sticker. 5. Checks ID cards of persons entering the facility. Refuses to admit persons who cannot show either proper authorization or cause for being admitted. Provides information and directions. 6. Explains rules and regulations. Opens and closes facility, ensuring that users have left the premises. Reports security and general maintenance problems to the proper authorities. 7. Collects and transports money, and handles small amounts of cash transactions when necessary. May be responsible for Lost-And-Found. Maintains logs and records of occurrences, completes necessary paperwork, and may use computer terminal to input and retrieve data. 8. May perform other duties as assigned. 			
Required Education and Experience: High school level education or equivalent and two years of experience in security, law enforcement, military police, or customer service; or an Associate's degree and two years of experience.			
Required Licenses or Certifications: State of Connecticut License for Security Officer (Guard Card). Valid driver's license.			
Physical Requirements: N/A			