

## NHTI, Concord's Community College – SUPPLEMENTAL JOB DESCRIPTION

**INCUMBENT:** \_\_\_\_\_

**Classification:** Security Officer I  
**Position Title:** Campus Safety Officer  
**Position Number:** 9Temp

**Function Code:** 8122-058  
**Date Established:** 07/22/04  
**Date of Last Amendment:** 05/07/08

**SCOPE OF WORK:** To monitor, maintain and enforce NH State and Federal law, College rules and regulations and to provide for the safety and welfare of students, faculty, staff while on property under the control of NHTI. This position reports to the Assistant Director of Campus Safety at NHTI.

### ACCOUNTABILITIES:

- Patrols NHTI controlled property to provide for the safety and welfare of students, faculty, staff and their belongings;
- Enforces state and federal law pertaining to all individuals on NHTI controlled property;
- Enforces college policies and procedures pertaining to students, faculty, staff and visitors while on NHTI controlled property;
- Provides security to NHTI controlled property including buildings, vehicles, equipment and land.
- Investigates all criminal activity that occurs on NHTI controlled property including the apprehension and detention of law violators;
- Prepares written reports such as daily logs and incident reports relating to security and safety matters;
- Serves students, faculty and staff whenever practicable to provide for their safety and welfare;
- Responds to burglar, mechanical and fire alarms at NHTI controlled property to determine the nature of the problem and reports to supervisor;
- Assists the public in locating offices or employees and provides general information to employees, students and visitors;
- Complies with all college, system, state and Federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws.
- Other duties as assigned.

### MINIMUM QUALIFICATIONS:

**Education:** Graduation from high school, G.E.D., or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** One year as a certified police officer, security officer, correctional officer, active military, or in a position or combination of positions, that would evidence possession of the requisite skills necessary for satisfactory performance at this level.

**License/Certification:** Valid New Hampshire Driver's License

### SPECIAL REQUIREMENTS:

1. Must be at least 21 years of age
2. A thorough character, reference, criminal background check will be conducted before appointment. Candidates who do not have good character or a conviction free record of serious offenses will be ineligible for appointment.

### PREFERRED QUALIFICATIONS:

1. Have current CPR/AED and basic first aid certification
2. Have Current National Incident Management System (NIMS) certification

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements, which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**RECOMMENDED WORK TRAITS:** Knowledge of security and law enforcement work and detainment procedures. Ability to enforce laws in accordance with standard procedure to control pilfering and damage to NHTI controlled property. Skill in dealing with offenders of the policies and procedures established for the control of pilfering and damage to NHTI controlled property. Ability to understand and follow instructions. Ability to work with people and secure their cooperation without the use of violence. Ability to perform investigations, question witnesses and prepare written reports. Ability to use judgment when using force to control individuals or groups. Ability to establish and maintain harmonious working relationships with members of the campus community, other law enforcement agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: Jason Bishop, Assistant Director of Campus Safety  
The above job description accurately measures this employee's job duties.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
CCSNH – Director of Human Resources

\_\_\_\_\_  
Date Approved

**Prepared by Jason Bishop, Assistant Director of Campus Safety, and Alyssa M. LaBelle, HR Technician, 4/24/08**