



Job Title:	Assistant Director Campus Security	Job Code:	
Department:	Campus Security	Grade:	L
Date:	February 2006	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position is responsible for management of all aspects of security operations at assigned campus. Security operations include responding to criminal incidents, emergency medical incidents; hazardous incidents, potentially violent incidents, auto accidents, and others. Position works with the Campus Dean, Campus Administrative Director, and Campus ESS Director to ensure that situations are appropriately addressed and expectations for security and personal safety are achieved. Duties include planning, supervising, and coordinating security operations on a 24-hour basis; investigating and reporting on all security issues to the College's Director of Security and Associate Vice President for Facilities; leading and participating in the provision of security services such as supervising, monitoring, training and assessing the performance of contract security staff.

Characteristic Duties and Responsibilities:

1. Analyzes, makes decisions, and assumes responsibility for the security plan for assigned campuses on a 24 hour per day and seven day a week basis. Security plan includes determining deployment and shift activities of security personnel at the assigned campus, determining appropriate security responses to incidents, designing and leading campus watch initiatives, monitoring and protecting facilities and assets, reporting on incidents, investigating incidents and following through with law enforcement authorities, managing the campus during emergency situations, and monitoring the campus during inclement weather or other periods when the College is closed.
2. Enforces state laws and the Student Code of Conduct of the College at the campus, which may include making a determination to immediately remove an individual from campus.
3. Monitors patrol of the assigned campus to identify and eliminate possible security-related hazards and situations and to decide if adjustments are needed in the personnel deployment plan.
4. Responds to incidents on campus, determines actions to take, and documents a complete written record of the incidents to meet federal and College reporting requirements. Also provides immediate verbal updates of serious incidents to the Director of Security Services or Associate Vice President for Facilities and Campus Dean.
5. Conducts investigations and writes reports regarding misdemeanor and felony crimes on campus for follow through with law enforcement authorities. Tracks these cases through adjudication.
6. Responds to incidents, conducts investigations, and writes reports regarding potential Student Code of Conduct violations and makes recommendations to the Associate Vice President within ESS for banning students from campus.
7. Is responsible for enacting the College's emergency response and evacuation plan in fire incidents, bomb threats, hazardous materials incidents, natural disasters, inclement weather, infrastructure failures, and acts of terror. Serves as the representative for the college in charge of the scene in these incidents. Advises whether the College President should close the campus as a result of the event. Also serves as the College's official contact with community fire departments and law enforcement agencies in these

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incidents and keeps the Director of Security Services, Associate Vice President for Facilities, and College's spokesperson apprised of the situations.

8. Manages security personnel assigned to the campus. This responsibility includes managing and supervising assigned personnel, which typically ranges from three to thirty, consisting of a front-line supervisor, front-line security guards, and off-duty law enforcement officers. It also includes determining their deployment, developing shift assignments, ensuring substitute coverage is available for absences, and monitoring performance of these contract personnel.
9. Assists in training and hiring security personnel.
10. Provides training for faculty and other staff on security-related issues.
11. Provides information to students, faculty, staff, and the general public regarding security issues.
12. Coordinates access of campus buildings and classrooms.
13. Evaluates the operation of security devices and equipment at the campus and ensures appropriate repairs are made.
14. Develops procedures and requirements for properly providing security services at the campus.
15. Assists the Director of Security Services and performs other duties as needed.

Reporting Relationships:

Direction Received: Reports to Director of Security Services

Direction Given: Directly supervises and directs work of first-line supervisors of contracted security providers and over front-line guards and off-duty law enforcement officers

Minimum Requirements:

A High School Diploma or GED, associate's degree in Law Enforcement or related field preferred; three years of law enforcement or security experience and a valid North Carolina Driver's License; Basic Law Enforcement Training certificate preferred

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of college policies and procedures

Knowledge of police/law enforcement procedures and techniques

Planning and supervisory skills

Ability to make appropriate judgment in responding to situations, including but not limited to requesting law enforcement or emergency response personnel, advising the President of the College to close campuses, and recommending banning students or others from campus

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Working Conditions:

Physical effort requires walking, stooping and bending; occasional running, standing, breaking up fights, etc.; occasional lifting of lightweight objects (up to 25 pounds); will upon occasion assist in restraining, handling or lifting individuals (from adolescents to adults); discomforts from exposure to less than optimal temperatures and air conditions, including outdoor activities; may deal with unpleasant situations, involving fights, weapons, potential incendiary devices, and hazardous materials; occasional exposure to dust and fumes and/or frequent operation of a vehicle

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