Saint Michael's College  
Job Description

Job Title: Security Sergeant

Department: Public Safety

Supervisor or Manager: Director of Public Safety/Chief of Fire and Rescue

Date Created: 7/21/2005  Last Revised: 7/21/2005  FLSA Status: NE

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• All patrol officers are supervised
• A safe environment is maintained for students, employees and visitors to the College
• Crime is prevented and any incidents of theft, vandalism, fire or fire hazard are handled appropriately
• Local police are assisted with investigations or incidents that affect campus

Essential Duties and Responsibilities:
• Maintains patrol schedule to insure proper coverage of all shifts
• Prepares payroll in a timely manner
• Monitors patrol activities to insure adherence to department operating guidelines
• Investigates all incidents/complaints made by faculty, staff and students
• Acts as first responder for any and all medical or fire incidents on or near campus
• Reports any unusual or hazardous conditions on or near campus to appropriate officials
• Ensures that buildings are locked and unlocked as appropriate
• Acts as first responder to any and all Facilities incidents and provides assistance as needed

Secondary Responsibilities:
• Monitors logs and reports to insure accuracy, timeliness and consistency
• Develops and maintains liaison with other departments on and off campus
• Assists local police departments with investigations on campus
• Helps the Director of Public Safety with special assignments and projects
• Oversees parking program, i.e. uploading/downloading Power Park and appeals
• Patrols the campus buildings and grounds on foot or in security vehicle
• Prepares all required paperwork on security activities in a timely manner
• Makes bank runs for various departments of the College
• Provides security services such as parking enforcement, traffic direction and crowd control for all special events
• Performs other duties as assigned or deemed necessary by the Director of Public Safety

Positions Supervised:
• Security Officers (7)

Major Contacts:
• Students
• Faculty/staff
• Visitors (also includes dignitaries)
• Parents
• Law enforcement representatives and contractors
Demonstrates Excellence:
• Displays a thorough understanding of all College policies and procedures including incident reporting system, PowerPark, daily logs, emergency guidelines for fire/bomb threats, hazardous material spills, student handbook/code of conduct and Vermont state laws
• Uses basic HVAC, electrical and carpentry skills confidently, in appropriate situations
• Achieves skills/needed level of knowledge for this position through continued annual classes and hands on training
• Remains calm under stress and in emergency situations
• Interacts tactfully and efficiently with wide range of individuals in a broad range of circumstances

Education and Work Experience:
• High school diploma plus some post-secondary education, work experience, or specialized training
• Associates degree and/or 2-4 years relevant work experience
• Security/law enforcement background

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communication skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:
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Other:
IRIMS- intermediate
PowerPark- intermediate
Access (Daily Log)- working knowledge

Licenses, Certifications and Other Requirements:
• CPR-AED
• First Aid
• Control and Restraint
• OC Spray

Physical Demands:
Work is often performed in a typical non-office environment requiring:
• Standing and/or walking for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Basic agility for lifting and maneuvering large amounts of weight
• Communication skills using the written and/or spoken word
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- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Security Sergeant, the employee is regularly required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability to work a 24-hour operation, including nights, weekends and holidays

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.