

**ENFORCEMENT AND PATROL OFFICER I****NATURE OF WORK**

This is routine security work in protecting life and property, preventing violations of and enforcing University regulations, and apprehending violators.

Work involves the patrolling, observing, checking and taking preventive action in protecting property from damage or loss and in providing for the wellbeing of persons. Work methods follow defined procedures but employees are required to display initiative and a degree of independent and sound judgement in the application of established procedures during the performance of duties. Work is supervised by a superior through personal inspection and general appraisal of efficiency and effectiveness in the performance of duties.

**ILLUSTRATIVE EXAMPLES OF WORK**

Provides security services to an assigned building.

Checks doors, windows, lights and alarms.

Observes suspicious actions of persons, and dangerous or defective conditions, reporting observations to a senior.

Identifies and/or detains errant individuals and reports to a senior.

Participates in the preliminary investigation of security breaches, eg. thefts, vandalism, and disturbances.

Gives direction and provides other basic information.

Verifies and checks authorized persons into restricted areas.

Performs related duties as required.

**REQUIREMENTS OF WORK**

Some experience in security work; graduation from high school supplemented by completion of a vocational school security program and a first aid course; or any equivalent combination of experience and training that provides the following knowledge, abilities and skills:

Knowledge of standard first aid techniques.

Some knowledge of standard security practices and techniques.

Ability to understand and enforce University regulations.

Ability to apply discretion in determining action to be taken when abnormal conditions occur and to react quickly and calmly during such situations.

Ability to handle all security matters in a trustworthy and confidential manner.

Ability to deal with faculty, staff, students, and visitors in a tactful but firm manner.

Physical strength and ability sufficient to perform assigned tasks.

Possession of a valid driver's license issued by the Province of Newfoundland and Labrador.

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**1992.09.09**

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