

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

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

Work involves the mobile and foot patrolling of the campus on an assigned shift, performing traffic related duties and rendering assistance as required. Work methods follow defined procedures but an employee must display initiative and exercise considerable independent and sound judgement in the application and enforcement of established procedures during abnormal conditions or emergency situations. Work is supervised by a superior through review of daily reports, punch clocks and general appraisal of effectiveness in the performance of the duties.

**ILLUSTRATIVE EXAMPLES OF WORK**

Patrols assigned areas on foot or by motor vehicle; ensures that buildings and grounds are secure.

Identifies minor violations, security breaches and safety hazards; investigates conditions and takes corrective action where possible; apprehends and detains suspicious persons; prepares incident reports to document events; provides information to the police as required.

Performs preliminary investigations of thefts, vandalism, disturbances, traffic accidents, burglar alarms and fire hazards; questions witnesses and completes reports regarding incidents and related circumstances.

Directs vehicular traffic and enforces traffic laws and regulations on campus; monitors parking lots and roadways and issues tickets for overtime and illegal parking; provides boosts to stranded motorists upon request.

Responds to emergency situations in accordance with established plans; participates in emergency evacuation of buildings; provides emergency support such as first aid as required; assists and cooperates with police and fire officials.

Provides escort to staff and faculty upon request; transports handicapped students to classes.

Permits authorized persons to enter restricted areas upon verification of identification.

Performs related duties as required.

## **REQUIREMENTS OF WORK**

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

Knowledge of standard security practices and techniques.

Knowledge of University traffic laws and parking regulations.

Knowledge of the University campus layout and its people traffic patterns.

Knowledge of standard first aid techniques.

Ability to learn, through in-service training, techniques required to investigate and action unfamiliar illegalities.

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 effectively with faculty, staff, students and visitors in a tactful but firm manner.

Physical strength and agility sufficient to perform assigned tasks.

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

**1004**

**1992.09.10**

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