

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

This is responsible supervisory and security work in the protection of life and property and enforcement of the University regulations.

Work involves supervising the activities of security guards and operating the control room at security headquarters on an assigned shift. Work involves monitoring electronic surveillance equipment and dispatching subordinate personnel to investigate problems identified. Work is performed within the framework of established policies but employees exercise initiative and independent judgement in specific application of these policies. Work is reviewed by superiors who ensure compliance with overall policies through review of oral and written reports and analysis of results achieved.

**ILLUSTRATIVE EXAMPLES OF WORK**

Supervises security operations on an assigned shift; allocates work assignments and advises of special instructions; instructs subordinates in the performance of their duties; distributes keys, radios and data collectors to subordinate personnel; ensures adequate coverage of shifts; completes absentee and overtime reports.

Operates and monitors electronic surveillance equipment in control room at headquarters; records security risks and breaches identified on videotape; receives and actions radio and telephone transmissions; dispatches subordinate personnel to investigate suspicious activities.

Maintains contact with Corporals regarding external activities; responds to the scene of unusual or serious disturbances and assesses situations; determines whether police assistance is required; apprehends and detains suspicious persons; ensures that order is restored.

Monitors the computerized alarm alert system; coordinates response to emergency situations and abnormal conditions occurring on scheduled shift; instructs subordinates in appropriate response procedures; contacts fire department or police for assistance; provides emergency assistance including first aid.

Performs motor vehicle tours of campus to observe and appraise work performance of subordinates and to ensure adequacy of patrols; investigates thefts, vandalism, disturbances, traffic accidents and fire hazards; questions witnesses; compiles reports regarding incidents; directs personnel to complete incident and investigation reports; reviews reports to ensure adequacy.

Supervises traffic control for special events; ensures that traffic laws and regulations are enforced on campus; participates in the monitoring of parking lots and roadways; issues tickets for overtime and illegal parking.

Receives and responds to inquiries regarding parking regulations, lost and found and general information.

Assists in training of security personnel.

Performs related duties as required.

### **REQUIREMENTS OF WORK**

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

Considerable knowledge of standard security practices and techniques.

Considerable knowledge of the University traffic laws and parking regulations.

Considerable knowledge of University campus layout and its people traffic patterns.

Considerable knowledge of standard first aid techniques.

Considerable knowledge of modern security technology.

Ability to conduct preliminary investigations and prepare related reports.

Ability to plan, assign and direct the work of subordinate personnel.

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 to 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 agility to perform the assigned tasks.

Possession of a valid Province of Newfoundland and Labrador driver's licence.

**1006**

**1992.09.10**

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