CAMPUS SAFETY OFFICER (PART-TIME)

Campus Safety Department
The North Park University, Campus Safety Department is a non-sworn department. Campus Safety Officers have no powers of arrest and work closely with the Chicago Police Department, Cook County Sheriff’s Office, state and federal law enforcement agencies for investigations, information sharing and training. Training subjects may include criminal law, civil law, public relations, cultural/diversity relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. All Campus Safety Officers are certified in standard first aid and CPR/AED.

Campus Safety Officer has complete decision-making authority to handle safety, security, and emergency management incidents on the North Park University campus as they arise. Prompt and effective decision-making skills are essential to resolve many situations in a timely manner to ensure the safety and security of the campus and its community.

Job Summary:
The purpose of a Campus Safety Officer is to contribute to a safe and secure learning and working environment for all members of the North Park University Community, as well as for its guests and visitors. Additionally, employees of the Campus Safety Department are committed to maintaining a work environment that encourages knowledge of, respect for and development of skills to effectively engage with diverse individuals and communities.

Minimum Qualifications:
- Two (2) years of College, Administration of Justice, Criminal Justice, Public Administration. (Associates Degree in related field)
- Must be at least 21 years of age at the time of hiring.
- Two (2) or more years of campus safety or security experience in an educational setting, or an equivalent combination of education and experience, whether security-related or not, as determined by the Director of Campus Safety. Successful candidates will be required to provide transcripts pertaining to formal education.
- Must successfully pass criminal background check.
• Must have a current and valid driver's license and must be approved as an authorized
driver by the University prior to recommendation for hire and be insurable under
University guidelines.
• The Campus Safety Officers shall complete or be capable of completing within 90 days
of employment FEMA courses IS-100, IS-200, IS-700 and IS-800.

Skills:
• First Aid/CPR/AED.
• Understanding of applicable federal laws which are, but not limited to, the Clery Act, Title
IX, and the Violence Against Women Act.
• Understanding of applicable local and state laws and ordinances.
• Understanding of the University's security procedures and policies.
• Understanding of the University's Emergency Operations Plan.
• Understanding of the department's technology and safety systems.
• Strong verbal/written communication skills in order to interact with student, staff, and faculty
and with outside agencies.
• Excellent interpersonal and human relations skills and high public interaction.

Abilities:
The employee should be able to attain adequate performance after three months on the job and
proficiency within six months, including on-the-job training and contact with the campus safety
supervisors and staff. NOTE: No weapons (expandable baton, chemical defense spray) will be
carried or used by any Campus Safety Officer unless he/she is trained in their use by a certified
instructor.

Physical and Mental:
• It is the policy of the Campus Safety Department that all uniformed officers maintain a
level of physical fitness to perform job related tasks that they may be called upon to do in
the performance of their duties. It is the responsibility of the Campus Safety Officer to
remain in such physical condition that they can successfully maintain fitness standards to
provide emergency and protective services and conduct other physically demanding
assignments. While performing the duties of the job, the employee is regularly required
to stand, walk unassisted, and run, climb stairs, and may lift and/or move 50 pounds or
more, such as when moving incapacitated individuals away from dangerous
circumstances. Specific vision abilities required by this job include correction to driver's
license standards, close vision, distance vision, night vision, and the ability to adjust
focus. Campus Safety Officers must possess the ability to hear for safety reasons inherent
to the essential functions of the job.
• Mathematics ability for counting, adding, subtracting, etc., which is required to complete
accurate reports and monitor University safety, security, and facility equipment.
(Essential)
• Essential skill to report on, document, or follow-up on situations that requires
investigations, police contact or judicial action. (Essential)
• Must be able to read, write, and speak English well enough to comprehend campus safety
policies, procedures, and related laws to prepare incident reports and other Department
and University documents and to be able to communicate orally with members of the public and other Department members. (Essential)

- The ability to make appropriate judgments based on available information is vital for the complete and proper resolution of emergency, safety or security issues. (Essential)
- Use of Campus Safety Department Equipment: Campus Safety Officers must be capable of properly using all equipment issued or used by the Department, including, but not limited to expandable batons, chemical defense spray, handcuffs, portable radio, flashlight and patrol vehicles, and must demonstrate proficiency to the standards of the person or entity overseeing instruction in their use.

**Working Conditions: (Physical environment)**
Work indoors/outdoors in all weather conditions and temperature extremes requiring extensive foot, bicycle, or vehicle patrol. There is a risk of physical harm incurred by the duties of the position. Long periods of standing, sitting or walking may be required.

**Essential Duties:**
- Patrol buildings and grounds of the University campus, by vehicle, bicycle, or on foot, on a continuous, daily basis to identify and assess situations that may impact the safety and security of the University community.
- Act as an incident commander in response to campus emergencies, reports of crimes, and incidents including medical/mental health emergencies, natural disasters, trespassing, intrusion alarms, burglaries, robberies thefts, drug and alcohol incidents, fire alarms, energy management alarms, assaults, threats of violence, disturbances, and emergency facilities problems. Locate, identify, evaluate and act upon the source or cause of the situation, effectively resolve/assist in the situation, and coordinate as needed with the appropriate resources needed such as police, fire, EMTs, or internal departments such as Physical Plant or Information Technology Services.
- Perform routine monitoring of safety concerns and hazards for campus buildings and grounds, including fire dangers, lighting needs, toxic spills, water leaks, and heating/hot water equipment problems.
- Perform continuous inspections of campus buildings daily including locking and unlocking entry doors, and checking authorized building uses.
- Enforce all University policies, student conduct regulations, and appropriate Federal, State, and local laws as necessary to ensure compliance by the NPU community and its visitors. Investigate incidents on campus as needed in order to provide for immediate safety needs, and proper handling of the incident and its aftermath as appropriate.
- Document incidents for administrative action or subsequent criminal prosecution. Maintain regular contact with appropriate law enforcement agencies, University staff offices, and off-campus departments as needed, to guarantee clear and timely exchange of information. These entities include, but are not limited to, the Office of Student Engagement, Residence Life and Housing, Health and Counseling Services, Physical Plant Operations, Public Information/Media Relations (as needed), Cook County Sheriff, and the Chicago Police Department.
- Ensuring proper functioning of building alarm systems, camera surveillance systems, AED Cabinets/alarms.
• Prepare clear and thorough written incident reports as necessary or appropriate. Give testimony at judicial hearings when requested. 
  Participate in staff training activities, workshops and departmental meetings as needed to maintain current knowledge and certification of essential campus safety practices and procedures. 
• Perform other duties as required to maintain a safe and secure campus and support the University Mission. 
• Assisting people with stranded/locked vehicles on campus. 
• Escorting individuals from buildings to and from their vehicles. 
• Providing security services for special events, such as gate control, crowd control, parking control, locking and unlocking rooms for meetings, etc. 
• Provide safety and security information and guidance to the extended campuses 
  Identifying and reporting maintenance issues to Physical Plant. 
• Delivering emergency messages, mail or other special communications on campus when needed. 
• Upon special request, securing cash from events. 
• Open offices or rooms for authorized use on request. 
• Make educational presentations on safety topics to University community groups. 
• Answer visitor requests for information on events, location, and individual whereabouts. 
• Provide safety and security information to staff, faculty, student, and visitors to aid in any concerns they may be presented to the Campus Safety Department. 

Decision Making: 
Campus Safety Officers work in an environment that exposes the officers to physical risks from emergencies, criminal events, and personal confrontations. The Campus Safety Officer must know how to incorporate all facts available in an incident with his/her experience, abilities, skills, and knowledge of University and department policies, local, state, and federal laws. Decisions range from handling the situation with the resources at hand, to summoning other resources within the University or outside the University which may include police, fire departments, EMS, etc..

Decision-making issues may include but are not be limited to: 
• Whether to contact emergency medical or mental health personnel to deal with an injured or ill person. 
• Whether to activate the Emergency Operations Center (EOC) when a crisis situation occurs on campus. 
• Determine if an Emergency Notification or Crime Alert requires distribution. 
• Whether to contact local law enforcement or emergency medical services to assist in a situation. 
• Whether and when to intervene in physical confrontations that arise on campus. 
• Whether to activate the NPU Alert Mass Notification system. 

Other Information: 
Believing that diversity, equity, and inclusion contribute to excellence in the workplace and to the quality of the University's academic environment, North Park University, Campus Safety
Department is committed to recruiting and retaining a diverse staff to support, promote, and serve a diverse student body and promote Inclusive Excellence.