

## **Armed Security Officer**

<b>Classification</b>	Full-Time Non-Exempt (Gr 27)
<b>Department</b>	Security
<b>Reports To</b>	Operations Director

### **Job Function**

The Armed Officer will report directly to the Shift Supervisor, or in the absence of the Shift Supervisor, the Executive Director/Director of Security, and will be responsible for carrying out the basic security functions of the college; including but not limited to; the protection of life and property, maintenance of public order, prevention of crime, response to emergency situations, diffusing difficult situations, securing buildings, and enforcing college rules and regulations.

The job of an Armed Officer is also physically demanding, requiring the stamina and strength to work assigned shifts under all environmental conditions, drive a motor vehicle, perform foot patrol, stand, or sit for extended periods of time, defend themselves and others in actual physical combat, occasionally lift and move people or heavy objects, climb or jump physical obstacles and run various distances.

### **Essential Elements**

1. Thorough knowledge of all college rules and regulations concerning buildings and grounds; all policies, rules and regulations contained in the student handbook; and all policies, rules, and regulations of security regarding position duties and responsibilities.
2. Thorough knowledge of the physical plant layout (all College properties), and areas that are prone to fire alarms, utility failures, theft, vandalism, etc. Knowing the location of fire extinguishers, cut-off valves, etc.
3. Conducts security patrol of campus areas and facilities practicing crime prevention methods taking appropriate action to guard against criminal activity and inappropriate conduct, etc. Conducts emergency building searches for intruder's, trespassers, and bomb threats.
4. Makes crucial decisions under stress and is held accountable for the result.
5. May be subjected to bodily harm with the possibility of loss of life.
6. Locks and unlocks buildings as scheduled or assigned and upon request of college administration and so documents actions.
7. Investigates incidents occurring on campus (criminal and non-criminal) brought to his/her attention or withdrawal. Ensures appropriate action taken, reports filed, and appropriate college administration are made aware of incidents.
8. Completes all required reports and logs clearly and promptly and for the submission of such reports and logs to the Director of Security at the completion of duty.
9. Maintains harmonious relationships with all associates by courteous and considerate demeanor.
10. Attends and complete all required Security Training initiated or designated by the Department or appropriate authority.
11. Apprehends, detains, and takes appropriate action in conformance to college policy against all offenders. If necessary, may be request assistance of local police department.
12. As required or subpoena appears before college judicial proceeding, magistrate hearing or court of common pleas in prosecutions of accused.
13. Performs all duties and responsibilities in courteous are friendly manner to all students, faculty, staff and public rendering assistance and information when requested.

14. Assists and works with all College departments and organizations in situations of sudden emergency when such assistance is necessary.
15. Appropriate use and management of personal King's College email account.
16. Use and management of a personal King's College Web Advisor account.
17. Accurately checks and verifies all identification cards of students, guests, and visitors upon entrance into residence halls.
18. Thorough knowledge and adherence to the King's College Use of Force Policy.
19. Thorough knowledge and adherence to Pennsylvania Crimes Code (Title 18) sections 505, 506, and 507 regarding the use of deadly force.
20. Must demonstrate competency with College issued firearm during annual firearms familiarization.
21. Maintains and ensures College issued firearm is functioning properly.

### **Non-Essential Elements**

1. Performs other duties as assigned.

### **Required Skills, Training, and Experience**

1. High school education or beyond.
2. 235 Security Act certification or acquire within six months – Act 120 or Equivalent.
3. CPR and First Aid certified.
4. Participates in training and re-certification as required.
5. Background investigation required.
6. Experience preferred, but not required.
7. Demonstrates proficiency with College issued firearm.

### **Working Conditions**

Ability to analyze and diffuse emergency non-emergency situations peacefully and successfully. Individual must be able to meet established specific physical requirements of the job, such as running, lifting, carrying, or dragging heavy objects. Also, climbing over or pulling oneself over obstacles. Jumping on elevated stairways. Ability to resolve physical disputes or engage in physical confrontation, if necessary.

**Please submit applications to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by 6/29/2022.**