

Position Description and Job Standards Student Dormitory Safety Patrol (OPS)

Dorm safety patrollers are responsible for patrolling east campus on foot for the purpose of identifying unsafe conditions and suspicious activities or persons. Specific patrol emphasis will be placed on Palm Court, east campus dormitory areas, swimming pool, Hamilton Center, and east campus parking lots. A patroller's primary responsibility is to serve as eyes and ears in promoting campus safety and to promptly notify the campus police of suspicious circumstances or unsafe conditions. The patrollers' direct supervisor will be the New College Police Department shift supervisor, or senior officer on duty.

Specific duties and responsibilities include:

- ✓ Identifying and promptly reporting suspicious persons or activities as they are observed and maintaining visual surveillance of the subject(s) until officers arrive. While a patroller may make contact with individuals to ascertain their reason for being on campus and advise them of the campus guest policy, the decision to do so is totally dependent upon the comfort level of the individual patroller. Patrollers are not to engage in confrontational behavior.
- ✓ Identifying unsafe conditions, such as malfunctioning security lighting, unsecured exterior doors on buildings, broken glass or other safety, fire or security hazards that may endanger the health and safety of the campus community and promptly reporting such to the New College Police Department.
- ✓ Providing information, escorts, and other security services, as needed, to members of the campus community.
- ✓ Assisting with special campus and other student sponsored events.

Each patroller will receive special training and will be supplied with a campus radio, flashlight, and identification vest. Normal shift hours are 9:00 PM to 5:00 AM on Friday and Saturday nights, however, shifts and days of week may be adjusted to afford security coverage and accommodate students schedules, including 4 and 6 hour shifts. Pay will be at the rate of \$15.00 per hour.

Applicants for the position must undergo a security background check in accordance with applicable College regulations, to include fingerprinting and drug screening. Applicants must be able to communicate effectively with the public, and be capable of accurately communicating observed details to the campus police via radio or telephone, once trained. Applicants must also be able to move freely about the campus on foot and visually inspect locations and conditions.

To apply for this position, please email Officer Grillo: rgrillo@ncf.edu

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