Job Title: Campus Security Officer

State Job Classification: Campus Security Officer

M State Location: Fergus Falls Campus

Responsibilities:

▪ Execute the M State Service Commitment and Service Standards on a daily basis to ensure all stakeholders have a positive service experience.

▪ Patrol campus facilities and grounds for security, emergency and safety incidents ensuring issues are responded to in a courteous and professional manner, resolved promptly or escalated to the appropriate resource, and the safety and security of the campus community is maintained.

▪ Knowledge and application of campus and MinnState security and emergency policies and procedures, such as drug, alcohol, traffic and parking, special events, etc.; applicable city ordinances; and state and federal laws to ensure the public safety of the campus community.

▪ During summer months perform tasks and duties consistent with the facilities department at the college to prepare the campus and buildings for the upcoming academic year. Facilities director will collaborate with supervisor on specific assignments and responsibilities.

▪ Perform recordkeeping and reporting of security and safety incidents and required equipment and property inspections and maintenance ensuring equipment is operating appropriately and incident details or data is accurately captured in a timely manner or within required time frames.

▪ Conduct interviews with victims, witnesses and others, and preserve and protect evidence so that incidents can be resolved in a timely manner or, if warranted, an investigation can be pursued.

▪ Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization. This includes parking lot enforcement, jump starts, safety escorts as requested, etc.

Required Qualifications:

▪ At least two (2) years of experience as a Security Patrol Officer, Crime Prevention Officer, or Peace Officer. Associates degree in Law Enforcement, Paralegal or related field may substitute for 1 year of experience; Bachelor’s degree in above areas may substitute for 2 years of experience.

▪ Ability to walk campus grounds, run to apprehend suspects, restrain uncooperative individuals, reach upward, climb ladders and stairs, move heavy objects.

▪ Class D Driver’s License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver’s license. Operators may also tow vehicles/trailers as
Preferred Qualifications:

▪ Knowledge of applicable city ordinances, State of Minnesota and federal criminal and civil law.
▪ Knowledge of traffic control procedures and parking regulations.
▪ Knowledge of standard police practices including rules of evidence, investigation techniques and procedures, citizen’s arrest power, loss prevention techniques, intrusion alarms, detections, surveillance system and fire alarms.
▪ Good written and oral communications skills for interviewing witnesses, victims, suspects, and defusing conflicts and violent situations.
▪ Knowledge of Right to Know, Occupation Safety (OSHA), hazardous materials and waste safety procedures.
▪ Knowledge of Data Privacy Act and Family Educational Rights and Privacy Act (FERPA).
▪ Knowledge of Clery Act Law and regulations associated with the law.
▪ Computer knowledge such as IP Camera Systems, Networking, etc.
▪ Ability to work with diverse populations responding with sensitivity to address needs and concerns to support the college’s commitment to an inclusive and equitable environment.
▪ Ability to resolve problems and make comprehensive decisions quickly and effectively.
▪ Willingness to complete certification in ICS 100, ICS 200 and ICS 700 Incident Command courses within 6 months.
▪ Certified First Responder.
▪ Dispatching experience or experience with multi-line phone systems.

Work Days/Hours: Friday and Saturday: 3:30 PM – 2:00 AM

Salary Range: $20.09 - $27.68 per hour
(Plus shift differential, per union contract)

Benefits: A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:
▪ Holidays, vacation and sick leave
▪ Retirement
▪ Medical and dental insurance
▪ Life insurance
▪ Accidental Death and Dismemberment
▪ Disability insurance
Medical/Dental Expense Account
Dependent Care Expense Account
Health Reimbursement Account (eligibility based on bargaining unit contract)
Tuition Waiver (eligibility based on bargaining unit contract)

APPLICATION DEADLINE: Open until filled.
Application review begins June 1, 2021

How to Apply: Go to http://www.mn.gov/careers
Search for Job Opening ID#45571.
Click “Apply” at the bottom of the Job Posting page.
If you are unable to apply online, please contact the job information line at 651.259.3637.

For more information, contact: Sandi Smith........218.846.3869
Sandi.Smith@minnesota.edu

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: http://www.minnesota.edu.

NOTICE: In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU’s vehicle use criteria and consent to a Motor Vehicle Records check.