

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Security Officer **SALARY GRADE:** DEF - 1  
**DATE CREATED:** December 01, 2014 **EEO CODE:** 09  
**JOB CODE:** 3105 **FLSA STATUS:** Non-Exempt  
**BARGAINING UNIT:**

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** The purpose of this position is to maintain safety guidelines and to provide 24-hour security patrol needed for the protection of life and property within the Howard University campus and off-site facilities.

**SUPERVISORY ACCOUNTABILITY:** None.

**NATURE AND SCOPE:** The internal contacts include the President of the University, the President's Administrative staff, Deans, Directors, Chairmen, faculty and students. External contacts are parents, visitors, Mayor's Command Post, Social Service agencies, Security Officer's Management Branch, members of the local criminal justice system to include Metropolitan Police Department, U.S. Attorney's Office, Department of Corrections and the consortium of Universities

**PRINCIPAL ACCOUNTABILITIES:**

- Assists in controlling large crowds and student gatherings, using mature judgment and tact when incidents arise necessitating intervention.
- Determines the need for additional Special Police Officers assistance as necessary to provide for the security of persons and property on University grounds, and relays to the dispatcher or patrol supervisor.
- Reports and monitors individuals suspected of committing criminal offenses in violation of D.C. Code or University rules and regulations.
- Prepares and submits daily tour of duty reports to include written preliminary report.
- Patrols assigned post, inspects buildings, grounds and other premises, assuring that the University and District of Columbia Laws, rules and regulations are observed.
- Settles minor disturbances of the peace and investigates all unusual occurrences.
- Assures that the parking program is carried out in accordance with University policy.
- Directs traffic on University roads when traffic conditions require special assistance.

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Participates in fire drills and other emergency preparedness activities.

Assists in the evacuation of buildings and carrying out of proper procedures during fires and other campus emergencies.

Assumes responsibility and reports to assignments and roll call as directed by supervisors and procedural instructions.

Keeps detailed information on incidents occurring during regular tour of duty to provide accurate detailed reports to be submitted daily.

Maintains University equipment issued to aid in the performance of regular duties.

Appears in court as a witness against offenders as situations occur.

Drives patrol car when necessary.

Performs other related duties as assigned.

**CORE COMPETENCIES:** Ability to successfully pass a physical training-agility test.

Ability to obtain a Security Officer's License.

Ability to accommodate regular tours of duty, which may include day, evening, and night shifts, weekend patrol and on-call situations.

Ability to display mature judgment and tact in potentially explosive situations.

Competence in both oral and written English.

Ability to establish and maintain harmonious and effective work relationships with faculty, staff, students, University officials and members of the general public.

**MINIMUM**

**REQUIREMENTS:** High School Diploma or General Equivalency Diploma (GED). Ability to successfully pass the qualifying physical examinations provided by Howard University Hospital and any continuing physical or psychological examination when conditions are warranted. Possession of a valid driver's license and a good driving record. American citizenship or permanent resident (green card) status without a criminal conviction record.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related

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duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_