

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Residence Facility Officer**

Department: **University Police**

David Shannon

03/10/10

Larry Walker

03/10/10

Prepared by

date

Approved by

date

Supervision received: Chief of University Police/Safety Captain

Supervision given: N/A

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

Residence Facility Officers are non-commissioned safety personnel who will provide basic safety services to students residing in OBU Housing.

Essential functions:

The Residence Facility Officer must possess the following abilities and complete them as may be directed by their immediate supervisor.

- Perform safety duties in resident facilities between 11:00pm and 7:00am.
- Contact the on duty Patrol Officer in any emergency.
- Perform duties without direct supervision in accordance with Department and University policies and procedures.
- Patrol residence facilities internally and externally.
- Monitor university surveillance cameras
- Provide enforcement of University polices and procedures.
- General duties include monitoring all arrivals and departures from the residence facilities, answering the office phone, desk duty and preparing the building every morning for use.

Other duties:

Residence Facility Officers perform a variety of tasks and services that include, but are not limited to:

- Investigate incidents and accidents that may occur inside the residence facility.
- Write detailed and legible reports.
- Set alarm and check to see all doors are locked at 1:00am.
- The residence facility officer is responsible for desk duty, including maintaining order in the lobby area, noise, PDA, food and at 1:00am asking all visitors to leave the housing facility.
- The Log and night security report will be turned into the University Police Department.
- In the event of a fire, the threat of harm, or natural disaster, evacuate the multi story

- buildings without the use of the elevator.
- Complete any training deemed necessary.

NOTE: Omission of a specific statement of duties does not exclude them if they are related to the position.

Qualifications:

Demonstrate ability to communicate and interpret information.

Abilities:

Ability to stay awake during entire shift. **(There will be no sleeping on duty. Doing so could result in termination.)** Ability to move quickly throughout the building in the event of an emergency. Ability to effectively and professionally communicate with students, co-workers, faculty, and administration. Ability to sit, stand, walk, climb, bend, kneel, and grasp for extended periods of time. Ability to lift 60lbs. safely. Ability to spend periods of time in non-environmentally controlled environment and/or outdoor elements.

Education:

Required: High School Diploma
Preferred: None

Experience:

Required: None
Preferred: Experience in a university residence hall or previous security position.

Equipment:

Required: Computer
Preferred: N/A

Special Requirements:

This person must be willing to be subject to call. This person will be required to work late nights and weekends. This person will be required to complete any additional duties assigned by the Chief of University Police or designee.

Complete this section after reviewing the description with the employee.			
<i>OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.</i>			
The job description was reviewed during <input type="checkbox"/> New Employee Orientation <input type="checkbox"/> Performance Evaluation*.			
Employee signature	Date	Supervisor signature	date
<i>*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.</i>			

<input type="checkbox"/> New exempt <input checked="" type="checkbox"/> Revision: _____ PRN(s) _____	FLSA: <u>non-</u> IPEDS: _____	<i>HR Office only</i> Sal/Grd assignment: _____
------------------------------------------------------------------------------------------------------------	-----------------------------------	----------------------------------------------------