

SECURITY OFFICER TITLE SERIES DEFINITIONS

I. DEFINITIONS

SECURITY OFFICER 1

This is entry or objective level security and protection work. Positions at the objective level are primarily responsible for maintaining watch at an assigned station. In this regard employees at the objective level secure building entrances and windows, record arrivals and departures from buildings, check equipment for proper operation, report from a given station at regular intervals, and report irregularities and unusual circumstances to superiors. Minimal patrol of buildings and immediate grounds within well defined check points may also be performed. Positions at the entry level perform work as described at the Security Officer 2 or higher level but in a training capacity under close supervision.

SECURITY OFFICER 2

This is entry or objective level security and protection or parking enforcement work. Positions at the objective level are (1) primarily responsible for making limited patrols of assigned buildings and grounds to guard against trespass, vandalism, fire, theft and property damage, and reporting incidents or violations to appropriate authorities; OR (2) enforcing parking regulations at a state owned or leased property. Work is performed under general supervision. Positions at the entry level perform work as described at the Security Officer 3 or higher level but in a training capacity under close to limited supervision.

Representative Positions:

General Security: Under general supervision position is responsible for the security of the general library or residence halls at the University of Wisconsin - Madison campus. This work involves patrolling assigned buildings to ensure all doors are properly locked and secure; taking necessary steps to insure that property is safe from fire, theft and vandalism; providing varied assistance to staff and visitors; and providing security support services to library or residence halls staff. May perform parking enforcement.

Parking Enforcement: Under general supervision, this position is responsible for enforcement of parking regulations in a parking system where parking rules and policies are prescribed and enforcement does not require extensive decision-making and interpretation. This work involves patrolling, by motor vehicle or foot, parking areas containing metered or rented spaces; issuing parking citations for violations; coordinating removal of vehicles parked illegally; performing other work related to the parking program to include such items as collection of meter monies, field repair and maintenance of parking control equipment, positioning barricades for traffic control; and performing backup dispatch duties.

SECURITY OFFICER 3

This is objective or lead level security and protection or parking enforcement work. Positions at the objective level are (1) responsible for providing extended general security and protection services at a University of Wisconsin campus where the majority of time is allocated to the physical security of

persons and property involving extensive patrolling of all buildings and grounds; may perform limited (less than a majority of time) enforcement activities such as those pertaining to parking regulations, traffic rules and regulations at the facility and investigating complaints resulting from traffic incidents or possible law violations; OR (2) acting as a transportation field resource and liaison regarding a range of transportation programs, where parking enforcement involves the administration of rules and policies that are complex and varied as characterized by the volume and variety of users and types of vehicles (e.g. bicycles, mopeds, motorcycles, buses), frequency of customer interactions, congestion and traffic conflicts, and administration of complex parking rules meant to accommodate high demand for limited space. Solutions to parking problems require the consideration of multiple issues such as adjoining and overlapping borders with other enforcement agencies, collaboration with independent local, national, and other stakeholders, evaluating multiple competing needs, and a constantly changing population.

Positions may function as a leadworker over permanently assigned positions which are identified at the objective Security Officer 2 level performing general security work or parking enforcement work.

Representative Positions:

General Security: Under general supervision this position is responsible for providing security and protection of all University buildings, grounds and equipment from loss or damage; providing emergency assistance as needed; observing and reporting any situation that could cause injury or loss to the University, its faculty, staff or students; and ensuring that the rules and laws applicable to the campus are effectively enforced by directing compliance, issuing warnings/citations, and reporting violations to the appropriate authorities as necessary.

Transportation Field Resource/Parking Enforcement: Under general supervision these positions are responsible for acting as a resource and liaison for a range of transportation programs, including enforcement of parking regulations in a parking system where rules and policies are complex and enforcement requires extensive decision-making and interpretation. This work involves patrolling, by motor vehicle or foot, parking areas containing metered or rented spaces; issuing parking citations for violations; coordinating removal of vehicles parked illegally; performing other work related to the parking program to include such items as collection of meter monies, field repair and maintenance of parking control equipment, positioning barricades for traffic control; and performing backup dispatch duties.

Parking Enforcement-Lead: Under general supervision this position is responsible for leadworking one or more permanently assigned Security Officer 2's which perform parking enforcement work a majority of the time as described at the Security Officer 2-Parking Enforcement level. Assigns, instructs and reviews work of subordinate staff.

SECURITY OFFICER 4

This is objective or lead level security and protection work. Responsible for providing security and protection services on a University of Wisconsin campus as described at the Security Officer 3 Objective level and in addition are responsible for patrolling with Police Officers in higher crime areas or areas of heightened concern; providing high level access control/building monitoring; troubleshooting problems with very complex access control systems and responding to intrusions; conducting special security surveys; responding to emergency calls and issues; and working with Emergency Management staff to facilitate the completion of Occupant Emergency Plans (OEP).

Positions may function as a leadworker over permanently assigned positions which are identified at the objective Security Officer 3 level who in turn perform general security work as identified at that level.

Representative Positions - Objective

Security Officer – University of Wisconsin-Madison: Under general supervision these positions are responsible for providing dedicated protection and security to all University properties and personnel, as well as the general public visiting campus or attending campus events. Positions ensure the rules and laws applicable to the campus are effectively enforced by directing compliance, issuing warnings, and reporting violations to the appropriate authorities; patrol all University buildings and grounds, both by foot and by vehicle, alone and also partner and work directly with Police Officers in providing security and responding to calls; work with Police Officers in higher crime areas, or areas of heightened concern. Positions provide high level access control/building monitoring, and troubleshoot problems with very complex access control systems (e.g. biometric reader, CCTV, DVR, REX devices, etc.); respond to intrusions or access events in restricted areas. They serve as first responders at incidents; assist with initial entry, assessment and evacuation of building occupants, as well as holding both inner and outer perimeters during extensive responses; work in coordination with the local Police Department for buildings off campus; and work with Emergency Management staff to facilitate the completion of the Occupant Emergency Plans (OEP) for facilities on campus.

Representative Positions - Lead

Lead Security Officer – UW Stevens Point: Under general supervision, this leadwork position is responsible for planning, assigning and guiding the work of Security Officer 3's on a shift. In addition the position provides security by patrolling campus by automobile and foot, checking the interior and exterior of buildings to ensure entrances are secure and access is by authorized individuals only; investigates and reports incidents by conducting initial investigation, obtaining statements and filing reports; and maintains liaison with local law enforcement agencies.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.
Special Requirement: Some positions may require certification in firearms.

III RELATED TITLES

Police Officer