

CARLETON UNIVERSITY

Position Description

Position Title: Campus Safety Officer

Reports To: Shift Manager

Department: University Safety

Position Summary:

Campus Safety Officers are security guards licensed under the Ontario Private Security and Investigative Services Act, 2005

Campus Safety Officers who have achieved Special Constable Status are sworn peace officers with the powers of a police officer on campus granted under the authority of the Ministry of Community Safety and Correctional Services and the Ottawa Police Services Board and governed by an agreement between Carleton University and the Ottawa Police Services Board.

Under the general supervision of the Shift Manager, the Campus Safety Officer is a member of a team of public safety specialists responsible for providing personal safety for members of the university community in a courteous, helpful and professional manner. This position provides a highly visual deterrent to campus crime while protecting the property and assets of the university.

Primary Duties Performed:

- respond to calls for service as directed to ensure the safety and security of the community;
- conduct proactive patrols of the campus buildings and grounds and provide an appropriate response where required;
- provide security for persons, buildings and assets of the university through a variety of security techniques and methods;
- provide general traffic management duties;
- enforce federal, provincial, and municipal statutes under their authority as a licensed security guard;
- enforce appropriate university regulations and policies including but not limited to parking and traffic regulations;
- attend court as required, provide testimony, and conduct oneself in a manner as directed by policy;

- initiate, assist and implement problem solving strategies within scope of responsibility;
- assist in promoting crime prevention programs;
- foster, develop and maintain rapport with community members and internal and external partners;
- provide constant, clear, effective, and accurate communication with Shift Managers with respect to major issues, investigations, projects and activities;
- liaise regularly with other personnel throughout the department, and undertake efforts to keep all team members informed by openly and actively sharing all relevant information;
- as per policy, ensure all notebooks, reports, and court briefs are completed within specified timeframes;
- perform the duties of a dispatcher when required; and
- perform other related duties as required or directed.

Additional Duties Performed By Campus Safety Officers with Special Constable Status:

- enforce federal, provincial, and municipal statutes under the authority granted as a Special Constable as outlined in the agreement with the Ottawa Police Services Board;
- process arrested persons as directed by policy and procedures;
- conduct minor investigations as directed and approved by the Shift Manager; and
- support the Ottawa Police Service and other law enforcement agencies in conducting investigations as required;

Education:

a. Minimum of formal education required:

A University degree, a Community College diploma in Police Foundations or the successful completion of the Basic Constables Training from the Ontario Police College (or equivalent provincial or federal institution)

b. Minimum of continuing study required:

- maintain their status as a security guard licensed under the Ontario Private Security and Investigative Services Act, 2005 or as a special constable as defined in the Police Services Act of Ontario by taking courses and testing as required;
- successfully complete annual use of force requalification as per the agreement with the Ottawa Police Services Board by taking courses;

- obtain and/or maintain appropriate first aid, CPR and AED certification by taking courses; and attend seminars, workshops and on-line training courses and an on-going review of books and journals to stay current with law enforcement, public safety and crime prevention strategies and standards.

c. Certification required:

- must possess a valid security guard licences as defined in the Ontario Private Security and Investigative Services Act, 2005; and
- must have successfully completed the ATS for Special Constables (subject to interview, psychological and cognitive testing process and criminal records check by Ottawa Police Service).
- must possess a valid *WSIB approved* Standard First Aid certificate and CPR C certificate (*not expiring for at least one year from the application date*).

Work Experience:

Minimum of relevant work experience required:

Three (3) years' experience in a full-time corporate/industrial security role or law enforcement position in the private or public sectors.

Knowledge and Skill Requirements:

The position requires the incumbent to possess knowledge and skills related to the provision of services that will ensure the safety and security of the campus community.

The incumbent:

- requires a thorough knowledge and understanding of the Criminal Code of Canada and Provincial Statutes. The ability to recognize a "breach of peace" is also required;
- requires a thorough knowledge of the Canadian Charter of Rights and Freedoms and its application in the field of law enforcement;
- requires a thorough understanding of the authorities related to arrest, search and seizure;
- is expected to remain current in new and amended legislation that is pertinent to the position;
- must have an understanding and knowledge of the concepts and application of community based policing model;
- must have administrative and organization skills, with the ability to prioritize their work to complete work within prescribed deadlines;

- must have the ability to interact and transfer information within a team environment as well as instruct when and where required in areas of expertise; must possess excellent conflict resolution and negotiation skills.
- demonstrate good judgment in enforcing university regulations and security policies and practices, while maintaining confidentiality in law enforcement and/or security matters;
- be able to communicate effectively both orally and in writing - through security reports, complaint and witness statements, and in assisting and providing general information to the university community and visitors while demonstrating attention to detail;
- must possess a high degree of tact and diplomacy dealing with the university community under a variety of difficult situations. This position requires the incumbent to provide helpful general information to the community and in other situations when "instructions" may have to be given to violators of university regulations;
- must deal with complex issues, quickly determine appropriate actions and respond in a composed, self-assured manner while dealing with highly stressful situations and emotional individuals;
- be self-motivated and work without direct supervision;
- show initiative performing daily duties and identifying and solving problems;
- must demonstrate sensitivity toward the cultural diversity of the campus community;
- understand the principles of service excellence; and
- must be able to operate a patrol vehicle safely and within standards, including maintaining a valid Ontario or Quebec Provincial Driver's License.

General:

- an appropriate level of physical fitness must be maintained in order to perform assigned duties.
- the incumbent is required to work hours commensurate with a twelve (12) hour shift schedule in order to meet operational requirements of the department, rotating between days and nights (including weekends and statutory holidays).
- an "oath of confidentiality" is required of the incumbent pursuant to Section 29(1) of the Municipal Freedom of Information and Protection of Privacy Act.
- Campus Safety Officers holding continuing or term positions are expected to achieve Special Constable Status during their probationary period.