

Class Specifications
for the Class:

UNIVERSITY SECURITY OFFICER I
(UNIVERSITY SECURITY OFFCR I)

Duties Summary

Patrols the University of Hawai'i campuses and other assigned areas to enforce laws, rules and regulations for the protection and security of personnel and property, and to detect and prevent attempts by persons to violate the law; conducts investigations of violations, prepares reports and takes appropriate action; and performs other related duties as assigned.

Distinguishing Characteristics

This class is distinguished by its responsibility for patrolling the University of Hawai'i campuses including off-campus facilities; to enforce pertinent laws, rules and regulations for the protection and security of personnel and property; and to detect and prevent attempts by persons to violate the law. Positions are identified as responsible employees under Title IX and State law. Positions in this class do not exercise police powers. However, positions are trained in relevant areas such as patrol techniques, crisis intervention, rules of evidence, search and seizure, rape prevention, interviewing techniques, laws of arrest, Hawai'i penal code, etc.; and positions exercise such knowledge and training when investigating violations and/or unusual incidents, apprehending violator(s), issuing citations, making citizen's arrests, and responding to emergency calls. The work also involves providing protection and security for the President of the University, his/her family and dignitaries; picking up cash bags from various departments on campus for delivery to the Cashier Office; escorting cashiers to the bank to make deposits; maintaining crowd control at demonstrations and rallies; and directing and controlling vehicular traffic for all large university-related functions. In addition, these positions act as representatives of the University of Hawai'i whenever they appear in court to testify.

Positions in this class are uniformed and receive supervision from a higher level position in this series.

Example of Duties

Patrols the University of Hawai'i campuses and other assigned areas including off-campus facilities, to enforce pertinent laws, rules and regulations for the protection and security of personnel and property; detects and prevents attempts by persons to violate the law; uses handcuffs in the course of the work; conducts investigations and prepares written reports on traffic accidents, assaults, criminal property damage, disorderly conduct, other incidents and unusual happenings and takes appropriate action(s); picks up and delivers cash bags from various departments on campus to the Cashier Office; escorts cashiers to the bank to make deposits; enforces traffic and parking rules and regulations, issues parking/traffic citations or warnings as incident may demand; prevents unlawful entry, trespassing, loitering and the use of facilities or equipment by unauthorized persons; summons the ambulance, fire, Police Department, etc. when requested or as required, and escorts emergency units to the scene; provides protection and security for the University of Hawai'i President, his/her family and other dignitaries; maintains crowd control at demonstrations and rallies; acts as representative of the University of Hawai'i when appearing in a court of law to testify; investigates violations and apprehends violators; issues citations and makes citizen's arrests; checks and secures unlocked or broken doors and windows; answers inquiries from visitors, tourists and others regarding University policies and procedures, and provides directions and other general information regarding the University of Hawai'i; reports fire hazards; in case of a reported bomb threat or other emergency situation, and upon receiving instructions from the supervisor, evacuates and searches buildings or other areas on campus as appropriate; may instruct and supervise security officer trainees as part of their on-the-job training program; may provide escort services on campus; renders first aid and/or Cardio Pulmonary Resuscitation (CPR); and may pick up stray or unleashed dogs to turn over to the local Humane Society.

Knowledge and Abilities Required

Knowledge of: Law enforcement methods, techniques and procedures pertaining to the protection and security of personnel and property; methods of maintaining law and order within premises patrolled; techniques and procedures involved in a security operation; and oral and written communication.

Ability to: Learn, during the initial orientation period, University of Hawai'i rules and regulations pertaining to security; understand and carry out oral and written instructions; write clear and concise reports of investigations and incidents; explain to others and apply laws, rules and regulations concerning the protection and security of

personnel and property; establish rapport with others; exercise courtesy and firmness in enforcing laws and regulations; learn and give first aid and CPR; and operate a motor vehicle.

This is an amendment to the class specifications for the class UNIVERSITY SECURITY OFFICER I (UNIVERSITY SECURITY OFFCR I), which were approved on May 25, 1995.

Date Approved: 3-21-18 
for RYKER WADA, Interim Director
Department of Human Resources Development