



## **Lead Security Officer - Safety & Security Services**

Full Time / Salary / Exempt

### **REPORTS TO**

Director of Safety & Security

### **DEPARTMENT**

SNU Safety & Security

### **EFFECTIVE DATE:**

October 2020

### **JOB SUMMARY**

Assist in providing a safe environment for students, faculty, staff, and visitors of Southern Nazarene University. Provide proactive safety & security against unlawful activities on SNU's main campus or off-campus locations. Provide knowledge and experience from safety and security standpoint in collaboration with other university departments.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Enforce applicable state, local, federal laws and campus policies.
- Conduct foot and mobile patrols of the campus, facilities and vicinity.
- Assist in the management and supervise the actions and processes within the SNU Safety and Security Department.
- Provide direction and oversight for day to day duties of security and dispatch personnel as directed and/or empowered by the Director of Safety and Security.
- Enforce parking and other university regulations; Respond to reports of criminal activity and accidents; write reports.
- Administers field training program and trains new and tenured employees.
- Attend departmental training, as requested or required.
- Maintain accurate activity log; write & submit comprehensive reports.
- Provide emergency assistance during natural emergencies, fires, accidents, and personal injuries.
- Orally communicate campus regulations, rules and policies to members of the



campus community and others on campus.

- Coordinate, with dispatchers and other officers, field activity via hand-held radio, and to receive information from such sources via hand-held radio.
- Provide transport and escort services to university officials and visiting dignitaries.
- Motorist Assist with lost key entries, jump starts and flat tires.
- Provide dispatch or departmental support services, as requested.
- Work collaboratively with other officers, staff, supervisors, and guests.
- Meet and maintain all standards and requirements for physical agility, strength and conditioning, and firearms, as required.
- Maintain a professional appearance and demeanor at all times.
- Provide direction, continued training, and education for security and dispatch staff as necessary.
- Remain proficient with all training relating to the carry and use of firearms.
- Coordinate and provide support for parking and crowd management at major events on campus or off campus facilities.
- Assist law enforcement agencies with support and proper information in a timely manner regarding calls received and violation of laws on campus.
- Other duties and responsibilities as assigned.

**Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity
- (5) years prior law enforcement experience.
- Current Full-time or Reserve CLEET Certification.
- Prior experience as an FTO and or CLEET Certified Instructor highly desirable.
- Personal health and fitness level that will allow for significant time periods of walking, standing, running, and/or stair climbing, lifting or moving moderately weighted items, and possible physical contact with other individuals as it would relate to security or law enforcement duties
- Proven leadership and organizational skills
- Excellent interpersonal relationship skills
- Good written or oral communication abilities as they pertain interpersonal relationships as well as providing directives to others, incident and crime reporting, etc.



- Proficiency with technology that could be related to email, word processing, utilizing video surveillance systems, processing parking violations and citations, etc.
- Must pass background investigation to include contact with previous law enforcement agencies.

**Supervision Received:**

- Receives supervision and work assignments from Director of Security and or Assistant Director of Security.

**Supervision Exercised:**

- Primary supervision of Security and Dispatch Staff and student workers.

**Availability:**

- Full time, minimum 40 hours per week
- Primarily working evenings, weekends, and holidays.

**BENEFITS**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

**Updated: August 17, 2020**

**SOUTHERN NAZARENE UNIVERSITY  
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

**Students contact:**



Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

**Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**

Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
~~405-491-6306~~/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final



determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category.

Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties. Those are outlined on the slides below.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).