UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

2015 – 2016

JOB TITLE: Public Safety Auxiliary

DEPARTMENT: Police Department

ADDRESS: Special Programs Building    TELEPHONE: 289-8715

SUPERVISOR: Officer Paul Witten

JOB SUMMARY: A non-sworn public safety position. This individual is committed to the prevention and control of crime, protection of life and the safeguarding of property through vigilant patrol; PSAs provide additional support such as escorts, reporting of problems, and assistance to emergency crews as needed while promoting the advancement of cooperative relationships within the university environment by acting as the “eyes and ears” of the University of Richmond Police Department.

SPECIFIC DUTIES:
• Make scheduled rounds of University buildings.
• Patrol assigned areas or buildings.
• Review shift activity board prior to each shift for special assignments.
• Check out keys and radio for use during the shift.
• Demonstrate the ability to recognize hazardous or suspicious situations and report incidents to the on-duty officer(s).
• Report discrepancies in building security, safety, or utility conditions (i.e. broken door hardware, broken windows, lights burned out, etc.) to the on-duty communications officer and to the on-duty supervisor.
• Assist parking and crowd control at special events.
• Call police officer to remove trespassers and other unauthorized people from buildings.
• Assist police officers by providing physical security for buildings and observation of campus as necessary.
• Provide a written log summarizing each night’s activities.
• Promote positive community relations in the performance of job duties.
• Be able to physically perform all other related duties as outlined in the departmental directives and PSA Manual.
• Perform other duties, responsibilities, and tasks as assigned.

JOB QUALIFICATIONS:
• Physically able to climb stairs.
• Physically able to walk and stand for extended periods of time, carry a key ring equipped with various keys, and carry a portable radio.
• Must be enrolled as a student at the University of Richmond.
• Must be able to pass a criminal background check.
• Have and maintain minimum 2.0 GPA.

For Student Employment Use only:
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