



Campus Safety & Security Officer

POSITION:	Campus Safety & Security Officer (unarmed)
SUPERVISOR:	Director of Campus Safety & Security
DEPARTMENT:	Campus Safety & Security
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time
GRANT-FUNDED:	No
SOC CODE:	33-9032

General Job Description:

The Campus Safety & Security Officer supports Tiffin University's commitment to a safe, welcoming, student-centered campus environment. This position serves as a visible and approachable safety presence for students, faculty, staff, families, visitors, and community partners. The Campus Safety & Security Officer is responsible for routine patrol, incident response, building security, residence hall support, emergency assistance, event coverage, policy enforcement, parking support, documentation, and coordination with local police, fire, EMS, Residence Life, Student Conduct, Counseling & Wellness, and other University departments.

This is an **unarmed, non-sworn role**. Campus Safety & Security Officers do not carry firearms and do not function as police officers. The role is built around prevention, visibility, service, de-escalation, accurate reporting, and timely referral to appropriate University or public safety resources.

The Campus Safety & Security Officer will help create the conditions for students to connect, grow, lead, and adapt by protecting the learning and living environment of the University. The role supports student persistence and campus belonging by ensuring students feel safe, respected, and supported in classrooms, residence halls, parking areas, athletic spaces, and campus events.

Key Responsibilities:

Campus Patrol, Visibility, and Crime Prevention:

- Conduct routine foot and vehicle patrols of academic buildings, residence halls, parking lots, athletic areas, sidewalks, outdoor gathering spaces, and University-owned or controlled properties.
- Maintain a visible, professional, and approachable presence to deter unsafe behavior, identify concerns early, and build trust with students, employees, and guests.
- Monitor for safety hazards, suspicious activity, policy violations, unauthorized access, unsecured doors, damaged property, lighting concerns, weather-related hazards, and maintenance issues.
- Complete scheduled and unscheduled patrol checks during assigned shifts, with increased attention to residence halls, parking areas, late-night activity zones, and high-traffic student spaces.
- Report facility, safety, access, technology, fire/life-safety, and environmental concerns through the appropriate University reporting process.

Building Security and Access Control:

- Secure and unlock University facilities according to approved building schedules, event needs, and emergency requirements.
- Monitor and respond to access control alerts, door-prop alarms, card access issues, lockouts, and building security concerns.

- Assist students, employees, and guests with access-related concerns within University policy.
- Support Residence Life with residence hall safety checks, lockouts, unauthorized access concerns, and after-hours housing-related incidents.
- Assist with parking enforcement, parking lot monitoring, vehicle concerns, traffic flow, and safe pedestrian movement as assigned.

Incident Response and Emergency Support:

- Respond promptly and professionally to calls for service, including disturbances, medical concerns, welfare checks, fire alarms, building alarms, suspicious activity, noise complaints, property damage, vehicle issues, residence hall concerns, and behavioral incidents.
- Assess situations, stabilize the scene within training and policy, request additional support when needed, and communicate clearly with dispatch, supervisors, law enforcement, fire, EMS, Residence Life, and Student Development staff.
- Provide basic first aid, CPR, AED support, and emergency assistance within certification level until appropriate emergency responders arrive.
- Assist with evacuations, shelter-in-place procedures, severe weather response, missing student response, emergency notifications, and other emergency management procedures.
- Protect the safety of individuals and property while using de-escalation, sound judgment, professionalism, and policy-based decision-making.

Student Support and Community Engagement:

- Serve as a student-centered safety resource, especially during evenings, weekends, and overnight hours when many offices are closed.
- Provide safety escorts, directions, vehicle jump-starts, lockout assistance, lost-and-found support, and general assistance to students, employees, visitors, and families.
- Build positive working relationships with students, student-athletes, international students, first-generation students, residential students, commuter students, and student organization members.
- Use respectful communication that supports voluntary compliance before formal enforcement whenever appropriate.
- Recognize signs of distress, crisis, intoxication, conflict, bias-related concerns, and potential harm, and connect students to appropriate University resources.

Policy Enforcement and Conduct Support:

- Enforce University policies, parking regulations, residence hall expectations, event safety expectations, and safety-related procedures in a fair, consistent, and respectful manner.
- Educate students and guests on University expectations and safety practices.
- Document potential policy violations and refer matters to the appropriate University process, including Student Conduct, Residence Life, Title IX, TUacts/CARE, or the Director of Campus Safety & Security.
- Assist with room searches, welfare checks, no-contact order support, banned person enforcement, and conduct-related safety concerns only as directed by policy and supervisory instruction.
- Maintain professional boundaries and avoid unnecessary escalation, bias, favoritism, or inconsistent enforcement.

Documentation, Reporting, and Compliance:

- Prepare clear, accurate, timely, and objective incident reports, daily activity logs, witness statements, patrol logs, maintenance reports, and other required documentation.



- Document the who, what, when, where, action taken, referrals made, and follow-up needed for each incident.
- Maintain confidentiality and handle student, employee, medical, conduct, and safety information with appropriate discretion.
- Participate in Clery Act, Title IX, FERPA, mandated reporting, emergency response, and University policy training as required.
- Campus safety departments are part of the broader Clery Act compliance environment, which requires institutions to disclose campus security and crime information.

Technology and Monitoring:

- Operate radios, phones, dispatch logs, surveillance camera systems, access control systems, incident reporting software, parking systems, emergency alert tools, and other safety-related technology.
- Monitor cameras and access systems as assigned, while understanding that technology supports—but does not replace—active patrol and human judgment.
- Report equipment malfunctions, card reader issues, camera concerns, radio problems, and system outages promptly.
- Support the use of safety tools such as Dragon Shield, access control, camera review, and emergency communication systems as assigned.

Event, Athletic, and Special Assignment Support:

- Provide event safety support for University programs, athletic events, student engagement events, late-night programming, move-in, Welcome Week/RISE Week, commencement, concerts, large gatherings, and campus traditions.
- Assist with crowd flow, building access, parking, guest direction, emergency lane clearance, restricted areas, disruptive behavior, lost children/guests, weather concerns, and emergency response coordination.
- Coordinate with Student Engagement, Athletics, Residence Life, Facilities, AVI, local law enforcement, fire/EMS, and outside vendors when assigned.

Collaboration and Professional Conduct:

- Work collaboratively with Campus Safety & Security staff, Residence Life, Student Conduct, Counseling & Wellness, Health Services, Facilities, Athletics, Student Engagement, Career Services, and academic partners.
- Communicate concerns up the chain of command in a timely and accurate manner.
- Represent Tiffin University with professionalism, calmness, respect, consistency, and integrity.
- Maintain readiness for assigned shift, including uniform standards, equipment readiness, punctuality, report completion, and shift briefing participation.

Qualifications for the Job:

Education

- High school diploma or GED required.
- Associate's or bachelor's degree in criminal justice, public safety, social work, psychology, student affairs, emergency management, or a related field preferred but not required.

Experience

- Prior experience in campus safety, security, public safety, military, corrections, law enforcement, residence life, student affairs, emergency response, or customer service.



- Experience working with college students, residential populations, diverse communities, student-athletes, or international students.
- Familiarity with incident reporting systems, access control systems, camera systems, radio communication, Maxient, parking systems, or emergency notification platforms.

Other

- Valid driver's license with an acceptable driving record required.
- CPR, First Aid, and AED certification, or ability to obtain certification within 60–90 days of hire.
- Ability to pass a background check and any University-required pre-employment screening.
- Strong written and verbal communication skills.
- Ability to remain calm, professional, and effective during stressful, emotional, or fast-moving situations.
- Ability to work independently with limited direct supervision, especially during evening and overnight hours.
- Ability to work assigned shifts, including weekends, holidays, evenings, overnights, and special events.
- Ability to maintain confidentiality and handle sensitive student and employee information appropriately.
- Must complete required University training within established timelines.

Work Environment

- Work is performed indoors and outdoors in all weather conditions.
- The position requires frequent walking, standing, stair climbing, driving, radio use, computer use, camera monitoring, and direct public interaction.
- The officer may encounter stressful situations, intoxicated individuals, emotional students, medical emergencies, disruptive behavior, conflict, fire alarms, severe weather, and safety hazards.
- The role requires regular evening, overnight, weekend, holiday, and special-event work.

Physical Requirements

- Ability to walk, stand, climb stairs, patrol indoors and outdoors, operate a vehicle, and respond quickly to emergencies.
- Ability to stand and walk for extended periods.
- Ability to climb stairs and patrol multiple campus buildings.
- Ability to lift, carry, push, or pull up to 40 pounds occasionally.
- Ability to operate a University vehicle safely.
- Ability to communicate by radio, phone, and in person.
- Ability to respond quickly to emergency situations within the scope of training.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Why Join Tiffin University?

Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.



- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b) retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



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