

Campus Public Safety Office

Service ♦ Resource ♦ Partnership ♦ Respect ♦ Commitment

Post Office Box 751
Portland, Oregon 97207-0751503-725-4407 tel
503-725-5593 fax
cpso@pdx.edu

Date: October 14, 2009

Re: Student Patrol

GENERAL DISCRIPTION OF POSITION:

Student Patrol will provide information to students, faculty, staff, and visitors. Accurately complete department paper work for various functions and services offered. Maintain confidential information in a professional manner. Assist classified staff with special projects.

DUTIES & RESPONSIBILITIES:**Public Contact:**

- Responds to requests for service or /and information (i.e., parking, public safety regulations, campus activities, give directions to campus buildings and local areas, provide campus and area maps.)
- Respond to calls and take prescribed action, assisting with notification to appropriate staff, facilities manager and public safety.

Computer Support:

- Knowledge of computer software for daily, weekly, and monthly activity reports that are submitted for statistical information to the Public Safety Office.

Decision Making:

- Frequently a decision must be made related to the safety and security issues at the service level. Sometimes decisions may involve life or death situations that must be referred to the proper resources. Often information may be received that requires action by facility management or public safety; the information related must be concise and calmly communicated with all the data or information for the appropriate action to be taken. Routine decisions are constantly made regarding requesting for service or information, which will require seeking out consultation from a supervisor before taking action when in doubt.

SUPERVISION RECEIVED:

Student Patrol will receive specific schedules and work assignments form a supervisor at the beginning of each term. After initial training, the employee works independently according to specific guidelines based on laws, rules, and department and institutional policies and procedures. Depending on the nature of the assignment and condition of the shift, work is reviewed both as completes and in progress for compliance with polices, procedures, and appropriate action or response.

GENERAL INFORMATION:

Student Patrol must be able to work any assigned shift on a regular or temporary basis, with varying days off. Working alone much of the time within open and restricted access areas dealing with assisting or referring a variety of person, some of whom may be emotionally troubled, agitation or hostility. Prolong walking and compiling of information as needed. May be exposed to inclement weather conditions as part of maintaining safety and security of the facilities.