Security Guard and Proctor

University of California, Los Angeles
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CLASS SPECIFICATIONS - J.15
Senior Security Guard - 5326
Security Guard - 5327
Proctor - 5328

SERIES CONCEPT

Security Guards protect and guard University property; maintain order among the public; control entry to restricted areas; inspect areas to prevent fires: accidents and other hazards; direct visitors and answer questions concerning building and/or exhibit layouts; and perform other related duties as required.

CLASS CONCEPTS

Senior Security Guard

Under general supervision, Senior Security Guards supervise and train Security Guards and other personnel assigned to protective service duties; guard and protect University property with a high intrinsic or monetary value, or a high hazard potential such as open art displays or highly flammable materials; maintain order among crowds at public events, but normally do not carry fire-arms; control entry to restricted areas; check identity of persons seeking entry; inspect areas for security, fire, and accident hazards, and take action as required; watch for rule infractions and irregularities in public buildings such as auditoriums, museums and theatres; may answer questions and direct visitors; maintain public relations with all persons visiting assigned area; and patrol parking lots to prevent crime.

Incumbents assigned to a Campus Police Department perform some or all of the following duties: routine police reports, radio dispatching, emergency first aid, traffic control, building and grounds security, prisoner processing, record bureau assistance, and assistance to sworn officers as required. Incumbents shall not be equipped with firearms unless on special assignment at the direction of the campus Chief of Police, after having satisfactorily met the training requirements set forth in Section 832 of the California Penal Code.

The class of Senior Security Guard is distinguished from Security Guard in that incumbents have supervisory responsibilities; greater opportunity for independent action during hours of campus inactivity; greater public contact responsibility; and the responsibility to guard University property with a high value or high hazard potential.

Security Guard

Under supervision, Security Guards protect and guard University property and make inspection rounds on foot in an assigned area to prevent hazards such as fire, theft, accidents and trespass; check doors,
windows and locks to insure that they are properly secured; check identification and prohibit entry of unauthorized personnel; prevent unauthorized removal of property; maintain order and watch for rule infractions and irregularities, and may evict persons or report such infractions to University Officials or Police; notify proper fire or police authorities in case of emergencies; direct visitors and answer questions; may assist in light building maintenance duties or in the installation and removal of temporary exhibits; and may open and close University buildings, taking necessary security measures. Incumbents in this class do not carry firearms and do not have the authority to make arrests.

Proctor

Under supervision, Proctors make periodic inspections of assigned grounds and facilities to guard against security and rule infractions and other irregularities; during evening rounds check doors, windows and locks of secured areas; check for breakage, vandalism and irregularities in the physical plant system; after normal hours, intercept apparently unauthorized persons in assigned areas; determine the reason for their presence, and advise departure or offer aid; maintain a formal record of nightly irregularities and bring them to the attention of one's supervisor; return lounges to good order and determine that other public areas are properly maintained; and replace lightbulbs and make other minor maintenance adjustments.

Incumbents inform students of University rules and regulations, report student violations of rules of conduct, and advise students that their conduct is subject to review by other University personnel; and serve as a principal source of information concerning University activities. Incumbents should be aware of the activities calendar and conversant with special requests by University administrative personnel to the students.

The class of Proctor is distinguished from Senior Security Guard in that incumbents do not have the responsibility for guarding property with high value or high hazard potential. A Proctor is distinguished from Security Guard in that incumbents have public contact responsibilities for informing students of University rules, noting student misconduct and advising against or reporting such infractions. In addition, Proctors have limited custodial responsibilities.

MINIMUM QUALIFICATIONS

Senior Security Guard

Ability to read, write, follow oral and written instructions, and one year of experience as a security guard; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Security Guard

Ability to read, write, follow oral and written instructions; and knowledges and abilities essential to the successful performance of the duties assigned to the position.
Proctor

Ability to read, write, follow oral and written instructions; two years of experience dealing with adolescents; and knowledges and abilities essential to the successful performance of the duties assigned to the position.