

**JOB TITLE:** Prevention Control Officer  
(Parking Lot Security-Non Peace Officer)

**PAY GRADE:**

**REPORTS TO:** CISD Police Department Sergeant

**DEPT./SCHOOL:** Police

**STATUS CODE:** 7719

**WAGE/HOUR STATUS:** Non-Exempt

**DATE REVISED:** 8/2/01

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**PRIMARY PURPOSE:**

To provide the security of district properties and a safe environment for students, personnel and visitors.

**QUALIFICATIONS:**

**Education/Certification:**

- High school graduate or GED
- Holds a security officer commission issued by the Texas Board of Private Investigators and Private Security Agencies preferred.
- Successful completion of drug and alcohol screening

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Greet all visitors, students, and faculty; check for proper identification or authorized clearance.
2. Assist and direct visitors to Administration Office.
3. Monitor activities in parking lots, outside buildings, and athletic fields.
4. Immediately report suspicious activities to campus officers and school officials.
5. Maintain radio contact with school officials and campus officers.
6. Request immediate assistance when criminal activity or the potential of criminal activity is observed.
7. Regular attendance.
8. Maintain confidentiality.
9. Other duties and responsibilities as assigned by the Chief of Police.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Telephone, golf cart, copier, and fax.

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environment Factors:**

Maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a battery powered vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions. Work outdoors in varying climate conditions.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_