

MANUAL  Student Employment Office Human Resources Department	SECTION  Student Job Description				PAGE 1 / 2 REVISOR 7/18
SUBJECT  <b>Student Patrol</b>	RANK  x521	GROUP  VI	CBC  Yes	PHYSICAL	

\*Position specific

DEFINITION:

Under the supervision of the University Police Supervisors, a student usually performs all or part of the following duties:

- (a) Provides after hours escorts for University Personnel.
- (b) Observes and provides written reports on breach of securities and safety hazards on the UIC campus.
- (c) Provides crowd control at University sporting and special events.
- (d) Operates security pass desks.
- (e) Assists the University Police with filing and lost and found operations
- (f) Patrols the UIC campuses and provides security for the University community.
- (g) Dispatches and operates the University Police radio console.
- (h) Locks and unlocks University buildings and offices for authorized University Personnel.
- (i) Supports and implements the policies and goals of the University Police Department and the Student Patrol, while communicating these policies to all student employees and motivating them to the utmost regarding these concerns.
- (j) Assists Police Supervisors with field supervision of Student Patrol members.
- (k) Assists the Coordinator with assignments and schedules.
- (l) Supervises and coordinates Student Patrol members at special events.
- (m) Reports all disciplinary problems with Patrol members to the Coordinator and enforce the Rules and Regulations, Student Patrol Organization Policy.
- (n) Trains new Patrol members on field procedures.
- (o) Assists University Police with the operational function of the Student Patrol, and other support activities.

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BASIC QUALIFICATIONS:

Ability to deal with the public, reasonably legible handwriting, ability to remain calm in different situations; the capability of rendering physical assistance without self injury. Clear a background investigation by the University Police. Completion of the 20 hour Student Patrol Training Program. Successful passage of oral and written interview and examination.

Yearly one step increases with departmental approval.