

HOOD THEOLOGICAL SEMINARY
Office of Safety & Security
1810 Lutheran Synod Drive Salisbury, NC 28144
704-798-0978

HTS Security Officer Job Responsibilities:

Maintain safe and secure environment for students, employees, and visitors by patrolling and monitoring premises and personnel.

HTS Security Officer Job Duties:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevent losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Control traffic by directing drivers operating motor vehicles.
- Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses, obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; follows manufacture's instructions;

troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.

- Contributes to team effort by accomplishing related results as needed.
- Perform other various duties when requested.

Security Officer Skills and Qualifications:

Lifting, Surveillance Skills, Deals with Uncertainty, Judgement, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, and Reporting Skills.

Note: No felony convictions

James E. Milton, II
HTS Chief of Security
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