



JOB DESCRIPTION

JOB TITLE: Campus Police Officer (Evening)

REPORTS TO: CSC Chief of Police

CLASSIFICATION: Service

STATUS: Full time, non-exempt

JOB OVERVIEW: Connors State College invites applications for the full time position of Campus Police Officer at the Port Campus. This is general duty police work in the protection of life and property through patrol and the enforcement of laws and College rules and regulations.

This position is subject to 24-hour call and requires knowledge of the practices and procedures of modern police work, a working knowledge of Federal and State laws and College rules and regulations, and familiarity with the geography of all College property. Work may include routine patrol, accident investigation, criminal investigation, traffic control, and special assignments by superior officers.

DUTIES AND RESPONSIBILITIES:

- Maintain assigned programs for the protection of people and property at Connors State College
- Supervise contract security personnel
- Identify training needs and maintain appropriate records
- Maintain regular communication with the Chief of Police concerning any campus safety and security issues
- Educate campus community of emergency response plans and procedures
- Conduct training for campus community on all safety and security issues as they are assigned
- Attend safety and security meetings across the campuses when applicable
- Patrol the College to prevent and discover violations
- Control the parking and flow of traffic on campus, issuing citations as appropriate
- Answer calls and complaints and take action necessary for safety, security and welfare of personnel and property
- Provide security and traffic control at special college events
- Conduct investigations and gather evidence
- Submit reports and findings related to work assigned

- Serve traffic and criminal warrants when requested by other law enforcement agencies and upon approval of supervisor
- Be familiar with College geography and be able to effectively communicate directions to College locations
- Provide safety escorts upon request
- Walk through campus buildings to check for safety hazards and provide College Police visibility
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree
- Maintain knowledge of civil defense, National Incident Management System (NIMS), Incident Command System (ICS), and other disaster services
- Demonstrated willingness and ability to act ethically and socially responsible

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

REQUIRED QUALIFICATIONS:

The Campus Police Officer must be Council on Law Enforcement Education and Training certified (CLEET), or become CLEET certified, and must continue to meet the standards of the CLEET certification program. The Campus Police Officer must become certified in the National Incident Management System, Incident Command System and other disaster services. He/she must be familiar with civil defense and other forms of disasters to serve in the capacity of Campus Police Officer. All CLEET certified peace officers are required to meet certain firearms requalification standards. Officers must attain a qualifying score of not less than seventy per cent (70% or 72 points) utilizing their primary duty handgun.

PREFERRED QUALIFICATIONS:

- Previous law enforcement experience is not required but is preferred
- Must be CLEET certified or eligible for reciprocity

EDUCATION/EXPERIENCE REQUIRED:

- High school or GED required; some college preferred
- 1 – 2 years' experience in law enforcement preferred

SPECIAL REQUIREMENTS:

- Must have a valid driver's license
- Graduation from a standard high school or approved equivalent
- 21 years of age or older
- Must qualify with a semi-automatic handgun
- Travel in the service area and occasional overnight travel
- Must be able to work at Warner Campus, Muskogee Port Campus

- Must be able to work a flexible schedule including some evenings and occasional weekends
- Verification of CLEET certification and/or comparable law enforcement training required upon interview.
- Must be able to obtain a minimum score of 70% on the CLEET Test for Safe Participation
- Must be able to obtain a minimum of 70% on the OPOST Test

LOCATION: Muskogee Port Campus (primary location)

A criminal history records check is a condition of employment.

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____