



**Job Title: Campus Police Officer**

**Job Code: 07427**

## **JOB SUMMARY**

The Campus Police Officer performs a full-range of assigned law enforcement duties to maintain security and order on a technical college campus.

## **MAJOR DUTIES**

- Guards and monitors buildings. Answers alarms and investigates disturbances; Investigates criminal complaints and vehicle and other accidents;
- Coordinates with State Patrol and adjacent law enforcement jurisdictions; Apprehends criminal suspects and turns over to local jurisdiction for booking or incarceration;
- Inspects assigned area for fire or environmental hazards;
- Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against and maintain security of premises;
- Patrols premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
- Responds to fires, natural disasters or other hazardous events;
- Warns persons of rule infractions or violations, and apprehends or evicts violators from premises, using force if necessary;
- Writes reports of daily activities and irregularities;
- Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation;
- Inspects equipment and facilities to determine their operational and functional capabilities
- Collaborates with others to prepare and analyze damage assessments following emergencies;
- Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection;
- Directs traffic during special events; Provides security for events;
- Maintains Peace Officer Standards Training certification; and
- Other duties as assigned.

## **COMPETENCIES**

- Written and oral communication skills
- Decision making and problem solving skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently with minimal supervision
- Ability to work weekends, day, evening and morning shifts
- Ability to differentiate between colors
- Ability to complete reports according to established guidelines
- Ability to patrol assigned areas
- Ability to identify signs of unlawful entry
- Knowledge of all pertinent federal, state and local laws, regulations

## **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent **\*and\*** P.O.S.T certification is required

## **PREFERRED QUALIFICATIONS**

- Preferred qualifications may vary from location to location