Coastal Pines Technical College

JOB DESCRIPTION

Campus Police Officer

Name: Vacant Supervisor: Campus Police Chief

Under general supervision, provides safety, emergency response, and security services for Coastal Pines Technical College. Patrols assigned areas and ensures safety of campus buildings and grounds. Manages traffic flow and enforces parking regulations. Investigates traffic incidents, vandalism, theft and violence. May arrest perpetrators of crimes.

**RESPONSIBILITIES:**

1. Patrols and monitors buildings and grounds, locked doors and access areas and ensures the overall security of the facility during assigned shift. Provides security for events.
2. Maintains a working knowledge of fire alarm systems and escape routes; maintains visibility on the campus grounds to discourage theft, vandalism and violence.
3. Manages traffic flow, enforces parking regulations and issues parking tickets or warnings to violators.
4. Observes and stops motor vehicle operators to apprehend violators or suspected violators of motor vehicles and other laws, and improper safety standards according to established policies and procedures.
5. Directs traffic and assists students and guests in locating open parking. Observes and reports unusual traffic patterns, density and associated problems.
6. Assists motorists of disabled vehicles; performs minor repairs, calls for assistance and provides transportation to garage or service station.
7. Responds to intrusion and fire alarms; investigates disturbances, traffic incidents, vandalism, theft, and acts of violence.
8. Corrects or reports any problems in accordance with policies and procedures.
9. Arrests perpetrators of crimes, uses proper mechanics of arrest techniques and follows established policy with arresting.
10. Obtains arrest warrants and/or orders for apprehension and confinement of a perpetrator, using the proper legal language to charge a perpetrator with a crime.
11. Assists campus police, emergency personnel and/or college personnel in responding to emergencies and disruptive situations.
12. Maintains Peace Officer Standards Training (P.O.S.T.) certification and fulfills firearms qualifications as required.
13. Completes activity reports and maintains files and reports.
14. Assists with intercampus communications and operates radio equipment.
15. Coordinates disaster response or crisis management activities.
16. Assists with duties outside of assigned areas.
17. Maintains knowledge of current trends and developments in field by attending professional development, training, workshops, seminars, and conferences and by reading professional literature in the related technical field.
18. Participates in required staff development activities.
19. Performs other duties as assigned by the Campus Police Chief.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent and a current Georgia P.O.S.T. certification required, must maintain certification status.

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| **Equal Opportunity Statement**  Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu), 912.427.5876; Brittaney Coleman, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu), 912.287.4098; Katie Rutland, ADA/Section 504 Coordinator, All Campuses, 1777 West Cherry Street, Jesup, Georgia, [krutland@coastalpines.edu](mailto:krutland@coastalpines.edu), 912.427.1527. |

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