

POSITION DESCRIPTION

JOB TITLE: CAMPUS POLICE OFFICER

DEPARTMENT: CAMPUS POLICE AND SAFETY DEPARTMENT

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: GRADE 5; Annual Salary: \$44,687 - \$51,390

HOURS PER WEEK: 40

FLSA: NON-EXEMPT/HOURLY

IMMEDIATE SUPERVISOR: CHIEF OF POLICE

SCHEDULE DETAILS: FULL-TIME/12 MONTH/HOURLY

DATE OF LATEST REVIEW/REVISIONS: October 31, 2024

Position Summary

Crowder College is looking for an experienced law enforcement officer to join the Campus Police and Safety department. The officer will provide campus-wide public safety and security for college staff, students, and visitors, monitoring and patrolling campus and providing safety and emergency assistance, as needed.

Essential Job Duties

- Patrol campus. Patrols may be on foot and/or in a vehicle.
- Respond to on-campus emergencies and/or issues safety/security issues.
- Monitor the premises and make police reports.
- Maintain a daily activity log of activities that may not require police reports.
- Monitor parking and distribute tickets if needed.
- Maintain courteous and cooperative relations with all other units and personnel of the college.
- Maintain working relationships with area law enforcement agencies, emergency management organizations, and safety organizations.
- Coordinate with the Chief of Police and Public Information to keep abreast of written policies and procedures for the Crisis Management Plan.
- Check e-mail daily for requests/information.
- Conducts safety trainings, emergency preparedness training, and participates in emergency drills.
- May support department office work.
- Perform other related duties as may be assigned by the Chief of Police.
- Work assigned shift schedule based on the needs of the department, that may include, days, nights, holidays and weekends.

Required Knowledge, Skills & Abilities

- Three years law enforcement experience or closely related field preferred.
- Knowledge of current federal, state, and local laws and health and safety regulations.
- Awareness of personnel and equipment safety.
- Able to work cooperatively and communicate with college employees, students, law enforcement, emergency personnel, and the general public.
- Commissioned by the State of Missouri as a licensed Peace Officer or ability to get Commissioned.
- Be at least 21 years of age.
- Must be a U.S. Citizen and reside in the State of Missouri.
- Must possess high school diploma or GED.
- Must possess current Missouri P.O.S.T. certification or equivalent from another state.
- Must be able to work rotating shifts, including days, nights, holidays and weekends.
- Must be able to see, hear and be physical agile.
- Must possess a valid Missouri driver's license.
- Be able to pass a reference and background investigation which may include a polygraph/voice stress exam.

Equipment/Software

- Information Technology abilities required:
 - Ability to operate a computer using a Windows environment and within the Crowder network.
 - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
 - Ability to utilize SharePoint, Teams and OneDrive and Outlook email.

Positions Supervised

- None

Working Environment

- Indoor and outdoor activity, with some exposure to noise, dust, cleaning chemicals, and inclement weather.
- Working hours may require day, night, evening weekend, and/or holidays.
- Travel to other instructional sites is occasionally required.
- Travel for professional development is occasionally required.
- The working environment conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Involves mobility within the campus and various sites
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- Must be able to see, hear and be physical agile.
- The physical conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Communication Skills

- Ability to read and understand the English language.
- Ability to communicate effectively with a variety of people, including staff, students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

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