



## **Police Officer – Public Safety/Campus Police**

### **JOB SUMMARY**

A sworn police officer who will assist in providing a safe environment for students, faculty, staff, and visitors of Southern Nazarene University. Provide proactive law enforcement services for unlawful activities on SNU's main campus or off-campus locations. Provide knowledge and experience from a law enforcement standpoint in collaboration with other university departments.

### **WORK SCHEDULE**

Varies. Possibilities of daytime, evenings, overnights, weekends, and holidays.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Enforce applicable state, local, federal laws and campus policies.
- Conduct foot and mobile patrols of the campus, facilities and vicinity.
- Work special events on campus when a law enforcement presence is needed.
- Enforce parking and other university regulations; Respond to reports of criminal activity and accidents; write reports.
- Conduct field interviews.
- Write citations for traffic violations on city streets.
- Administer field training program and train new and tenured employees.
- Attend departmental training, as requested or required.
- Maintain accurate activity log; write & submit comprehensive reports.
- Provide emergency assistance during natural emergencies, fires, accidents, and personal injuries.
- Orally communicate campus regulations, rules and policies to members of the campus community and others on campus.
- Coordinate, with dispatchers and other officers, field activity via hand-held radio, and to receive information from such sources via hand-held radio.
- Provide transport and escort services to university officials and visiting dignitaries.
- Motorist Assist with lost key entries, jump starts and flat tires.
- Provide dispatch or departmental support services, as requested.
- Work collaboratively with other officers, staff, supervisors, and guests.
- Meet and maintain all standards and requirements for physical agility, strength and conditioning, and firearms, as required.
- Maintain a professional appearance and demeanor at all times.
- Remain proficient with all training relating to the carry and use of firearms.



- Coordinate and provide support for parking and crowd management at major events on campus or off campus facilities.
- Assist law enforcement agencies with support and proper information in a timely manner regarding calls received and violation of laws on campus.
- Other duties and responsibilities as assigned.

#### **Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- (2) years prior law enforcement experience.
- Current Full-time or Reserve CLEET Certification in good standing.
- Prior experience as an FTO and or CLEET Certified Instructor highly desirable.
- Personal health and fitness level that will allow for significant time periods of walking, standing, running, and/or stair climbing, lifting or moving moderately. weighted items, and possible physical contact with other individuals as it would relate to security or law enforcement duties.
- Proven leadership and organizational skills.
- Excellent interpersonal relationship skills.
- Good written or oral communication abilities as they pertain interpersonal relationships as well as providing directives to others, incident and crime reporting, etc.
- Proficiency with technology that could be related to email, word processing, utilizing video surveillance systems, processing parking violations and citations, etc.
- Must pass background investigation to include contact with previous law enforcement agencies, fingerprint check, and other criminal justice systems.
- Post offer must be deemed “suitable” for law enforcement service through the use of a law enforcement psychological examination.

#### **Preferred Qualifications:**

- Experience in a college or university setting

#### **Benefits**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

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