



Job Description

Job Title: Reserve Police Officer		
Division/Department: Public Safety	Location: Main Campus	
Reports to: Director of Public Safety	Position Number:	
Position Type: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Month: 12 required

POSITION SUMMARY:

Under the general supervision of the Director of Public Safety or his designee, Campus Police Officers are expected to include themselves in the community where they serve through community policing and be prepared to adapt to a multitude of situations.

Campus Police Officers perform law enforcement, peacekeeping, and public service duties in accordance with Federal, State and University regulations. The Campus Police Department works alongside other campus departments to provide a safe environment and is responsible for prevention and investigation of crimes and general enforcement of laws and regulations.

MACU Police Officers must understand, at any given time, a so-called "routine task" performed by a Police Officer may suddenly become a violent confrontation. All skills, training and physical capabilities may be called upon instantaneously. Campus Police Officers must have the ability to act decisively and without direct supervision in varying situations, including situations involving an element of personal danger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide security for campus special events, social and sports events.
- Provide escorts on campus for personal safety and security.
- Secure and unlock buildings and areas within.
- Operate police radios and paging system. Monitor alarms for fire, intrusion, and other related security need.
- Perform patrol functions by foot, vehicle, or other provided conveyance
- Provide emergency and non-emergency assistance to local law enforcement agencies on campus.
- Working with campus community to create a sense of ownership and partnership in their mutual safety and security.
- Ability to act decisively and without direct supervision in varying situations, including situations involving an element of personal danger.
- Ability to direct and/or effectively interact with others under normal or emergency, unpredictable, stressful and/or dangerous conditions.
- Skill and ability to use general office equipment, including computers and related software.
- Provide protection for persons and property on campus, which includes enforcement of federal and state laws and campus rules and regulations.
- Gather and secure evidence, protect crime scenes, investigate crimes, interview witnesses, suspects and other involved parties, make arrests under direction from the Chief of Police
- Issue citations for observed infractions of laws and campus regulations
- Create timely, accurate and complete investigative reports on incidents and crime scenes.

QUALIFICATIONS:

- Minimum of 21 years of age
- Oklahoma CLEET Basic or Reserve Peace Officer Certification
- Possess a Valid Oklahoma Driver's License
- No felony convictions, domestic violence convictions, or convictions of moral turpitude
- No pending criminal charges.
- Available for any shift (days, nights, weekends)
- Suitable Emotional Stability

EDUCATION and/or EXPERIENCE:

Required

- High School Diploma or GED
- Oklahoma CLEET Peace Officer certification



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COMPUTER SKILLS: Basic knowledge of a computer, internet, email, and typing skills

PHYSICAL DEMANDS:

Hearing and speaking demands. Able to lift, pull, grasp, bend, lift 100 lbs. Ability to drive to off-site locations. ability to occasionally stand and/or walk for long periods without breaks and in various weather conditions, basic motor skills sufficient to perform essential duties, ability to remain aware and alert while performing duties, ability to maintain surveillance, 20/20 vision (or corrected to 20/20), hearing (or corrected hearing) within normal tolerances

Ability to maintain a degree of fitness that allows participation in stressful, physically demanding, and/or confrontational situations is key to a police officer's success.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Duties must be performed both indoors and outside through all types of weather conditions. Will be regularly interacting with a variety of people of varying number within the University community. Noise level in the work environment is usually moderate. Intermittent sitting for several hours per day.

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.