



Job Description

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

**POSITION SUMMARY:**

Under the general supervision of the Director of Public Safety/Campus Police Chief or his designee, Campus Police Officer's performs traditional law enforcement, peacekeeping and public service duties in accordance with Federal, State and university regulations; and are responsible for prevention of crime, apprehension of criminals and general enforcement of laws and ordinances.

The nature of police work requires that each Campus Police Officer possess the ability to expertly perform all of the tasks required to deal with the worst-case scenario. At any given time, a routine task being performed by a Campus Police Officer may suddenly become a violent confrontation. All skills, training and physical capabilities may be called upon instantaneously. Furthermore, Campus Police Officers are required to be generalists with respect to their daily duties. The inability to perform even the most routine task conflicts with the public perception of what they can expect when they call for a uniformed Campus Police Officer. 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:**

- Serve as liaison to community constituents with an emphasis on staff and residents of campus housing.
- Provide protection for persons and property on campus, which includes enforcement of federal, 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 and issue infractions and citations, and create timely, accurate and complete investigative reports and case files.
- Perform patrol functions by foot, bicycle and vehicle to prevent and detect criminal activity; investigate complaints of disturbance, accidents, stolen property, or criminal activity.
- Provide emergency and non-emergency assistance to local law enforcement agencies on campus.
- Document and write complete and accurate case reports on all incidents responded to, describing detailed information and action taken.
- Operate police radios and paging system. Monitor alarms for fire, intrusion, and other related security need.
- Secure and unlock buildings and areas within.
- Provide escorts on campus for personal safety and security.
- Provide security for campus special events, social and sports events.
- Attend staff and training meetings.
- Respond to complaints, settle disputes, resolve grievances and conflicts, and/or negotiate with others while performing policing duties. In regards to who? All employee complaints, grievances and/or conflicts should go directly to HR. If the person is hostile then campus safety will need to be involved.
- Use good judgment, and excellent reasoning and decision making skills to get information from all relevant sources, to form general conclusions about events and/or seemingly unrelated issues, and to identify alternative solutions, conclusions, and approaches to issues or problems.



- Assume command when necessary, recognize dangerous and stressful situations, and take proper corrective action.
- Apply common sense discretion when performing peacekeeping and law enforcement functions.
- Be honest and truthful in carrying out the responsibilities of the position.

**QUALIFICATIONS:**

- Excellent public relations skills.
- Skill and ability to establish and maintain effective working relationships with diverse constituents (i.e., students and other campus community members, the public, law enforcement officials and other employees), including knowledge and understanding of the policing, safety issues and concerns of the diverse cultures represented on campus, such as young adults, women, people with varied cultural backgrounds and persons with disabilities.
- Ability to work with campus community to create a sense of ownership and partnership in their mutual safety and security.
- Ability to perceive campus policing as a law enforcement and educational process.
- Ability to act decisively and without direct supervision in varying situations, including situations involving an element of personal danger.
- Excellent writing, presentation and interpersonal communication skills.
- Ability to direct and/or effectively interact with others under emergency, unpredictable, unusual, stressful and/or dangerous conditions.
- Knowledge of and ability to use specialized police equipment, techniques and instruments, including firearms.
- Ability to comprehend and implement policies and procedures.
- Ability to maintain a degree of fitness that allows participation in stressful, physically demanding, and/or confrontational situations (e.g., ability to occasionally stand and/or walk for long periods without breaks and in various weather conditions, ability to lift and/or push heavy objects, basic motor skills sufficient to perform essential duties, ability to remain aware and alert while performing duties, ability to maintain surveillance and/or stakeouts, vision correctable to 20/20, hearing within normal tolerances or correctable).
- Skill and ability to use general office equipment, including computers and related software.
- Ability to work varying shifts/schedules.
- Ability to qualify with a duty pistol on a shooting range under CLEET guidelines with MACU standards with a qualifying score of 80% with 100% round accountability on paper.

**EDUCATION and/or EXPERIENCE:** High School Diploma or GED, Oklahoma CLEET Peace Officer certification preferred.

**COMPUTER SKILLS:** Basic knowledge of a computer and typing skills

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Intermittent sitting for several hours per day. Hearing and speaking demands. Able to lift, pull, grasp, bend, lift 100 lbs. Ability to drive to off-site locations.



**WORK ENVIRONMENT:**

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.