

Allen University Position Announcement

South Carolina Class 1 Certified Police Officer

Job Summary:

SC Class 1 Certified Police Officer will provide law enforcement, security, public safety and traffic services in a community policing environment. This position is a sworn law enforcement officer under general supervision, provides advanced professional law enforcement skills in preventing and investigating violations of the law, University rules and regulations.

Job Description:

- Conducts patrols of specific assigned areas of the campus or the entire campus on foot and in a patrol vehicle responding to each need for public safety service that is brought to their attention through their observation, personal contacts or by communications from the dispatcher.
- Conducts preliminary investigations of complaints and assists with supplemental investigations as assigned. Completes appropriate department reports on all complaints and results of investigations following department policies, procedures and protocols. Properly processes and stores evidence and other property.
- Opens, closes, and secures facilities (pro-active security), controls access, responds to alarms, inspects facilities and initiates work orders for inoperative or faulty security and safety equipment. Detects suspicious activity with the purpose of prevention of crime and apprehension of criminals.
- Directs traffic, assists motorists, conducts personal escorts and financial escorts, provides public safety services and crowd control at special events and campus activities, participates in crime prevention and crime reduction programs, attends community meetings on problem resolution and service support representing the department.
- Maintains positive and effective public relations in support of the department and university while in the performance of their duties.
- Enforces all applicable laws, university regulations, department policies and procedures. Makes arrests in accordance with state law and pursuant to departmental policy. Investigates and reports all complaints, incidents and accidents. Conducts traffic and parking enforcement.
- Performs emergency services to include but not limited to first-aid, CPR, AED, responding to fires and fire alarms, correcting and/or reporting fire and safety hazards, responding to disasters, severe weather problems and other emergency incidents.
- Participates in orientation training, in-service, field training, and off campus training programs to enhance their professional skills and performance as may be required by the SC Criminal Justice Academy and/or the Chief of Police.
- Completes additional tasks as assigned by the supervisor which may include assignments to other duties such as dispatcher, office work, community service staff functions, work in plain clothes assignments, participate in stakeouts or assist training officer(s).
- Completes performance review process with supervisor/employees to understand job performance expectations and how they fit into the department and university goals.
- Communicates openly and recognizes contributions of co-workers and supervisor.
- Pursues professional development to keep pace with demands for services and information; including maintaining up to date information about the department and university. Completes training requirements set by the S.C. Criminal Justice Academy.
- Function as a team member of the Division of Student Affairs professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the university.
- Performs other duties as assigned.

EDUCATION/SKILL REQUIREMENTS:

Bachelor's degree required. Must have a valid SC Driver's License with a good driving record. Acceptable background investigation required. Successfully completed the SC Criminal Justice Academy basic law enforcement training. Possess a SC voter's registration card required by SLED. Complete physical examination as required by the SC Criminal Justice Academy. Able to work eight-hour shifts, with some overtime required as needed to support daily operations, special assignments and event support.