



## **POLICE OFFICER**

### **MILES COLLEGE CAMPUS POLICE & SECURITY**

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**REPORT TO: Chief of Police**

**E CLASS: FT 12 Month**

**FLSA: Non-Exempt**

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#### **PURPOSE:**

A Campus Police Officer conducts patrols on campus to ensure the security of buildings, students, faculty, and staff. Responds to requests for assistance and emergencies. A Campus Police Officer enforces vehicle and traffic regulations, and private property accidents investigates crimes and complaints, completes incident reports, dispatch, secures, and locks campus at closing. Additionally, Campus Police Officers conduct activities related to safety and crime prevention. Requires Alabama POST (Peace Officer Standards and Training) Certification. Requires a minimum of two years of active Law-Enforcement Patrol duty experience. Requires a high school diploma or GED and a valid Driver's license.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Promote lawful behavior and protect the welfare of students, faculty, and staff as a uniformed presence on campus. A Campus Police Officer performs foot and vehicle patrols of the College property to monitor behavior, secure buildings, and property, investigate disturbances, maintain order during their shift and on occasions during special events and enforce regulations. They monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and investigating suspicious behavior.
- In emergency situations, respond to the scene, provide first aid, and alert additional police or emergency personnel as appropriate while maintaining radio communication with dispatch.
- Respond to every call, they also write and submit incident reports to their supervisor. Familiarize themselves with the Clery Act and submit all reports in a timely manner.
- First line of active shooter response, first aid or medical care, fire response, handling Title IX reports and cases, weather-related emergency response, or handling cases of a criminal nature. These responsibilities range from everyday practicalities to extreme emergencies requiring an immediate response. For this reason, Campus Police must be flexible and able to adapt easily to a variety of situations.
- Communicate effectively and respectfully with members of the community, and their supervisor/Chief. Display empathy and care for the college members and non-members. Treat all individuals with dignity, respect, and fundamental fairness.

- Uphold the sanctity of all lives in every encounter. De-escalate difficult situations, volatile, violent, or threatening behavior while remaining calm, empathetic, and maintaining impulse control. Resolve conflict between individuals, groups, or between citizens and the College.
- Maintain a level of physical fitness that allows for standing/walking inside or outside during a shift, running in response to calls for service, climbing or descending multiple flights of stairs, performing CPR, assisting with the lifting or carrying of persons, lift and carry up to 40 lbs. Effect arrest, either by gaining compliance or by using the appropriate level of force.
- Protect individuals in danger of physical harm and assist those who cannot help themselves, including the intoxicated, the addicted, the mentally ill, the physically disabled, the elderly, and the young. Assist in returning to normal activity after a crime or incident, and engage in appropriate crime mitigation strategies as directed by his/her supervisor/Chief.
- Respond to all complaints, take field notes, obtaining all information essential to complete a Police report. Conduct preliminary investigations, consistent with expectations, for both criminal and non-criminal incidents.
- Conduct follow-up investigations when necessary and/or ensure that all pertinent information is documented and entered into his/her report.
- Testify professionally in criminal court proceedings, or other departmental proceedings to resolve criminal or non-criminal issues.
- Proactively assist community members to solve problems. Identify problems and conditions that have the potential for becoming more serious problems for individuals, the police, and Miles College.

#### **REQUIRED QUALIFICATIONS:**

- High School diploma or equivalent
- Current Alabama driver's license
- A minimum of two (2) years of experience as a Security Guard.
- Current APOST (Alabama Peace Officers Standards and Training Commission) certification is required (Police Officers Only)
- A minimum of two (2) years of full-time law enforcement experience (Police Officer Only)

#### **WORK ENVIRONMENT:**

Typically works 40 hours per week, but may be required to work nights, weekends, and holidays. Must be alert and ready to respond to any situation that may arise. Sitting and standing for extended periods of time. Use of a firearm and other police safety equipment. Operate an emergency vehicle in a variety of conditions. Work outdoors in various working conditions.

#### **TRAVEL:**

Travel may be required as part of the work of this position.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

#### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to [mwilson@miles.edu](mailto:mwilson@miles.edu).** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

#### **NOTICE OF NON-DISCRIMINATION**

Miles College is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).