



POLICE OFFICER MILES COLLEGE CAMPUS POLICE & SECURITY

REPORT TO: Chief of Police
E CLASS: FT 12 Month
FLSA: Non-Exempt

PURPOSE:

The Miles College Department of Public Safety (MCDPS) is a full-service police department comprising two types of uniformed officers (police officers and security officers) that provide 24-hour law enforcement and security coverage. Sworn police officers play a significant role in ensuring a safe and secure campus community. Police officers provide all types of law enforcement functions, including but not limited to the following: providing preventative policing patrol, responding to service calls for law-enforcement-related assistance, filing incident/offense reports, performing investigations, and providing positive campus engagement and crime prevention activities.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Complete required reports (incidents/offenses, accidents, or any other reports as needed).
- Respond to calls for service (stranded motorist, unlock gates) or other significant incidents occurring on campus property.
- May be required to appear in administrative or court hearings as deemed necessary.
- Conduct follow-up investigations and prepare written reports as may be required.
- Communicate effectively with the public during routine and unusual situations.
- Perform or assist in the performance of risk assessments relating to departmental responsibilities by buildings and grounds for safety hazards.
- Assist with college bank deposits and escorts, if necessary.
- Maintain liaison with college officials, law enforcement, and fire departments to promote the safety and security of the college.
- Provide location directions to citizens as required.
- Prepare court documents for hearings as necessary.
- Lock, unlock, and secure buildings and facilities.
- Provide preventative patrol, direct traffic, and set up and remove barricades/cones for special events and emergencies.
- Secure the west gate at night and check decals on all vehicles entering the campus. Check the identity of all guests entering the campus after 10:00 pm.
- Enforce parking/decal regulations.
- Report threatening weather conditions and assist in the notification of all campus personnel.
- Serve as a departmental dispatcher as needed.
- Perform all other duties as assigned.

REQUIRED QUALIFICATIONS:

- High school diploma or G.E.D.

- Must be at least twenty-one years of age
- Certified by the Alabama Peace Officer's Standards and Training Commission (APOSTC) as a peace officer
- A minimum of two (2) years of full-time law enforcement experience
- Annually, must successfully qualify for the APOSTC firearms course
- Must possess a current Alabama driver's license with the ability to drive an automobile, a pick-up truck, and utility vehicles (i.e. golf cart)
- Must be physically able to walk, stoop, run, and climb several flights of stairs
- Ability to successfully complete defensive tactics training to include handcuffing techniques, ASP Baton, Mace, and arrest procedures
- Have no felony convictions or convictions for crimes of moral turpitude
- Ability to work different shifts, holidays, weekends, and considerable overtime situations on short notice

WORK ENVIRONMENT:

The number of hours to be worked per week:

40 (FT)

Shift Schedule:

Day (7 am-3 pm), Evening (3 pm-11 pm), Morn (11 pm-7 am)

Special Shift Frequency:

Often

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 hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if 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 based on 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. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes

discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).