

JOB DESCRIPTION

Campus Police Officer

E.26

General Statement of the Function:

The Campus Police Officer reports directly to the Campus Police Chief. The successful candidate will ensure the safety of the campus community by maintaining law and order on campus and enforcing the rules and regulations of the college and the Laws of the State of Mississippi. The officer will investigate campus incidents, respond to campus emergencies, and is also responsible for reporting any safety hazards found on campus to the appropriate personnel.

Duties and Responsibilities:

1. Ensure the safety of college faculty, staff, students, and visitors;
2. Maintain order on campus;
3. Enforce all rules and regulations of the College;
4. Use reasoned, deliberate, and courteous responses in enforcing Campus Regulations or federal, state, or local laws;
5. Investigate all crimes and College rule violations and complete an incident report and forward to appropriate college officials in a timely manner;
6. Protect the property of the college community;
7. Maintain good communications with all members of the campus community;
8. Perform effective and efficient traffic and parking control on campus;
9. Perform and implement crime prevention techniques on campus property;
10. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
11. Protect the constitutional rights of all persons encountered or arrested;
12. Formally advise all suspects of their rights as assured by the U.S. Constitution, and upon request provide those rights accordingly;
13. Maintain regular surveillance of campus buildings, grounds, Residence Halls, and parking lots;
14. Secure all doors and windows when classes are not in session;
15. Report any maintenance needs to the Director of the Physical Plant in writing in a timely manner;
16. Promote a positive image of the College by being courteous and helpful to all people with whom you come in contact with;
17. Assist with special events on campus;
18. Detect the presence of any unauthorized vehicle or person on campus and to investigate and report as appropriate;
19. Record, maintain, and protect college data, material, or information in accordance with the Family Educational Rights and Privacy Act;
20. Maintain a clean and professional appearance while on duty;
21. Use force sparingly and only when necessary;
22. Attend and complete all required training and demonstrations of efficiency;
23. Establish and maintain liaison with local, county, state, federal agencies, and public officials;
24. Abide by all lawful policies and procedures, orders, and instructions issued by superiors, including the Campus Police Chief, and college administrators;
25. Maintain a license as a law enforcement officer as defined by the Mississippi Bureau of Law Enforcement Officers' Standards and Training;
26. Other duties as assigned.

(Added 12/16/08; Edited 5/15/14)