

Clark Atlanta University

Job Description

Position Title:	Police Officer
Department:	Department of Public Safety / Campus Police
Reports To:	Sergeant

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Police Officer under the general direction of the shift sergeant performs specialized police work in protecting life and property, preventing violations, enforcing laws and regulations on university property and apprehending within police jurisdiction. The Police Officer will patrol the buildings and grounds of the university to provide protection for the students, staff, faculty and visitors. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provide other police services to the university as necessary. Performs a variety of unplanned physical tasks which includes the restraining of violent individuals, running, climbing fences, and moving street barricades. Decisions within the areas of responsibility are made independently. Daily supervision is general and work plans are established with periodic review. There is daily and frequent interaction with university students, faculty, staff and visitors to the university.

Examples of Duties and Responsibilities:

- Patrols campus areas on foot or by motorized vehicle; issues citations and warnings.
- Directs traffic and enforces traffic laws and regulations
- Maintains watch over buildings and grounds; checks doors and windows.
- Observes and /or investigates suspicious actions or persons, and dangerous or defective conditions
- Reports and investigates accidents, vandalism, thefts and fire.
- Assist in location of lost or stolen property.
- Gives directions and other information to the public as requested; testifies in court.
- Maintains records of accidents and investigations.
- Completes departmental forms, logs and summaries related to the processing of evidence.
- Completes written reports of incidents

- Advises students, staff and faculty of university regulations.
- Investigates traffic accidents, questions drivers and witnesses and assists injured; records pertinent data describing scene and circumstances
- Maintain professional and technical knowledge.
- Contribute to team effort.

Knowledge, Skills and Abilities

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out patrol vehicles on a frequent basis.
- Considerable knowledge of standard police practices and procedure.
- Knowledge of Georgia and traffic and criminal law.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people and the ability to understand and carry out oral and written instructions.
- Ability to conduct investigations and prepare reports.
- Ability to enforce university regulations.
- Ability use and care for Departmental issued firearm.

Minimum Hiring Standards

Education	Associate Degree in Criminal Justice or related field.
Years of Experience Required	1 year of experience with Degree/ 3years of experience with H.S. Diploma
Years of Management/Supervisor Experience	N/A

