

# Job Description

Position Title: Police Officer

Job Group: Campus Police

Job Level Group: Support Intermediate

FLSA Status: Non-Exempt

## Position Summary:

The Police Officer commission full performance level police officer duties in controlling and analyzing crime scenes, establishing and maintaining order, identifying and enforcing campus violations, and conducting proactive public relations with students, the public, and employees.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Communicate with students, the general public, and employees while patrolling college properties in an effort to proactively preserve law and order and achieve positive public relations.
2. Respond to public safety emergencies, complaints, concerns or questions and administer proper procedures including analyzing complex and stressful situations to ensure public safety.
3. Conduct crime investigations.
4. Proactively patrol Pima College property and its surroundings for criminal violations, suspicious activity, or security concerns. Enforce parking regulations, control and direct traffic.
5. Inspect and maintain the security of college buildings and facilities.
6. Provide public assistance needs such as: jump starting and unlocking vehicles; escorting individuals; lost and found items, and, promulgating special announcements.
7. Prepare applicable crime and incident reports for an assigned shift including criminal case follow ups, case management, administrative tasks and documentation
8. Perform traffic enforcement in areas surrounding Pima College on traffic violations that may endanger the safety of staff and students. Respond to and conduct traffic accident investigations.
9. Participates in community and public outreach. Interact with community members and provide security presence with the public
10. Conduct interviews and interrogations and prepare applicable crime and incident reports and arrest potential offenders.
11. Update and distribute sex offender list for public notification.
12. Prepare and present criminal cases to the Pima County Attorney's Office and/or Grand Jury for criminal prosecution.

13. Demonstrate interpersonal skills with co-workers, supervisors, the College community, and the general public.
14. Perform background investigations for all new hires with PCC Police Department.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of law enforcement principles and practices
3. Knowledge of public safety and security procedures
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive and flexible customer service
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to develop and maintain effective and positive working relationships
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED.

- Current Arizona driver's license.
- Arizona Peace Officer Standards Training (P.O.S.T.) Certified
- Minimum age of 21
- Must be a U. S. citizen
- Successful graduation from the academy
- One (1) to three (3) years of related law enforcement experience preferred.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate (up to 100 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Evening and weekend work hours
- Pre-employment Background Check
- Valid AZ Driver's License