



SPRING HILL COLLEGE

Forming leaders engaged in learning, faith, justice and service for life.

Memo to: College Community
From: Human Resources
Re: Open Position—PLEASE POST
Date: August 5, 2021

Position: Police Officer with Current APOST Certification (Full Time)
Department of Public Safety and Security

Summary Description: The Spring Hill College Police officer reports to the Spring Hill College Chief of Police and provides quality police service that will include maintaining a safe environment conducive to learning and contributing to the education process for students. Police Officers provide for the safety of students, faculty, staff, and the security of all College property. Officers will strive for the highest levels of integrity and professionalism for his/her chosen profession of law enforcement. The Police Officer provides a safe environment for all persons, assists in loss prevention, monitors parking and traffic control, conducts regular vehicular and foot patrols, and responds to emergency situations as appropriate. This position promotes a positive image of the College by providing directions and information, and rendering assistance to students, faculty, staff, and visitors to campus. Police officers work a rotating schedule consisting of 12-hour shifts and/or additional special assignments, as needed.

Description of Duties/Responsibilities:

Essential Functions

1. Maintains a safe and secure campus environment for students, faculty, staff and visitors by regularly patrolling the campus. The Officer protects the real and personal property of the College and campus community and maintains the safety of students, staff, and visitors, and preserves the peace. He/she also prevents unlawful acts, suppresses disturbances and provides service, aid, relief, and information to students, employees, and visitors.
2. Initiates investigations when deemed necessary based on sound information concerning an alleged criminal offense. Collects and preserves evidence for criminal investigations including witness statements and physical evidence.
3. Responds to all calls from campus concerning crisis situations, accidents, and reports of crime.
4. Enforces all laws of both felony and misdemeanor degree in accordance with the approved procedures and policy.
5. Files appropriate criminal charges as applicable with the proper agency.

6. Investigates motor vehicle accidents on College property.
7. Assists staff with after hour functions.
8. Cooperates and works with other governmental entities and law enforcement agencies in sharing information and assistance.
9. Writes effective legal incident reports.
10. Testifies in court as needed.
11. Operates all equipment including firearms according to established safety procedures.
12. Performs duties of public safety officers if needed.
 - a. Helps provide crowd and traffic control at athletic events, school openings/closings, or at any other time as needed or as requested.
 - b. Provides security escorts as needed.
 - c. Administers First Aid to the best of ability and training.
 - d. Establishes good public relations with the campus community and various public sectors, exemplifying the high standards of Spring Hill College. The Officer promotes a positive image of the College by providing assistance to students, faculty, staff, and visitors, including giving directions, providing information regarding campus locations/facilities/activities, and rendering aid reasonably within the Officer's means, as requested, e.g., jumping off batteries, using Officer's telephone, etc.
 - e. Enforces College parking and traffic regulations in accordance with Spring Hill College policies and pertinent state laws. This may include moving/lifting traffic control barricades, working and reporting traffic accidents, violations, infractions, etc.
 - f. Operates radio and other types of communications equipment.
 - g. Provides building security, including locking and unlocking doors.
 - h. Performs routine test of fire alarm systems. Responds to, silences, and resets alarms within campus buildings. Works with and assists alarm company technicians, as needed.
 - i. Performs routine inspections of elevator and emergency telephones.
 - j. Completes routine inspection of all campus fire extinguisher units.
 - k. Moves and/or operates safety equipment such as fire extinguishers, as necessary or as requested.
 - l. Promotes an awareness of safety issues by talking to students, faculty, staff, and others during normal patrol duties.
 - m. Assists in training new officers in the field according to established schedule and guidelines.
 - n. Serves in the capacity of Communications Officer, if needed.
13. Handles confidential matters with appropriate discretion.
14. Performs other essential duties and tasks of Spring Hill College, as required or as requested.

Marginal Functions

1. Assists with departmental outreach events, including but not limited to, summer programs that serve the community.
2. Performs other duties for Spring Hill College, as required.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to recognize the dignity of every individual without any form of discrimination or harassment, treating all with care and respect while valuing our differences.
3. Knowledge of methods and procedures related to public safety activities, including patrol, crime prevention, criminal investigation, traffic control, and emergency operations.
4. Ability to anticipate and resolve problems using mature and sound judgment along with excellent conflict resolution and communication skills.
5. Ability to identify alternative courses of action.
6. Knowledge of factual and sequential recall principles and procedures.
7. Ability to make accurate observations and remember details of situations and individuals.
8. Ability to remain calm and effective under heavy work load and in emergency situations. Ability to maintain emotional control under stress.
9. Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. Ability to navigate adverse and hazardous working conditions, including violent and armed confrontations.
10. Ability to set priorities.
11. Ability to communicate tactfully and effectively in both oral and written form; ability to be tactful and courteous with the public in person or over the telephone.
12. Ability to establish and maintain effective working relationships with others.
13. Ability to understand and carry out oral and written instructions.
14. Ability to maintain files.
15. Basic personal computer skills to access word processing and email functions; ability to accurately prepare and submit computer-generated reports in a timely manner.
16. Ability to physically access all areas of campus, including all areas of its buildings and grounds.
17. Ability to climb stairs and hills and/or stand for long periods of time. The employee's duties typically require strenuous walking, standing, and climbing.
18. Ability to operate a motor vehicle.
19. Ability to lift and transport objects or equipment weighing up to 50 pounds, including traffic barricades and fire extinguishers.
20. Ability to work a 37.5- or 40-hour week or a flexible schedule as required, including alternating schedules and occasional extended shifts. Some longer work weeks may be required.
21. Ability to work nights, weekends, and holidays. Ability to be on call, when necessary, 24 hours a day.
22. Ability to work primarily outdoors in varied weather conditions.

Qualification Standards:

Education: Any combination of education and experience equivalent to completing the twelfth grade or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities.

Experience: Requires two years of experience in law enforcement or corrections; five or more years of such experience preferred. Other experience and/or training in positions involving safety and security

operations as a security officer or other related field may be accepted when augmented by an extensive education component.

Preferred Qualifications: A college education is preferred.

Certification and Licenses: Current and continuing certification as an Alabama Peace Officers Standards and Training Commission (APOST) Law Enforcement Officer. Vehicle driver license valid in the State of Alabama and subject to approval from Spring Hill College's automobile insurance carrier. Current certification for Adult/Child cardiopulmonary resuscitation (CPR), First Aid and Automatic External Defibrillators (AED) is required.

Other Qualifications: Must be willing to submit to background checks and all applicable drug testing.

Other Considerations: This person is considered a responsible employee in accordance with College Title IX policies.

Grooming and Appearance: Spring Hill College seeks to maintain a neat and professional image at all times. All Department of Public Safety Officers must wear black shoes with issued uniforms and maintain a neat, clean, and well-groomed appearance.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

This Public Safety Police Officer position REQUIRES POST-OFFER/PRE-EMPLOYMENT DRUG TESTING. Position available immediately. To apply, email (to pdavis@shc.edu) or mail a cover letter and resume to: Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608.