

Campus Police Officer (Part-Time, On-Call) (Ref: PT-POLICE)

Summary: This part-time, on-call Police Office position ensures the safety and security of Queens University of Charlotte's campus community and comes in daily contact with students, faculty, staff, visitors, and vendors. **Must have active BLET certification** to be considered; local candidates only. Must be willing and able to work various assigned shifts (first, second or third) and serve as essential personnel during extraordinary situations as deemed by the Chief of Police. *This position is non-exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay for additional hours worked.*

Essential Duties and Responsibilities:

- Patrol university property on foot or vehicle to protect lives and property.
- Assist in all types of emergency situations and ensures orderly movement of traffic on campus. Enforces Federal, North Carolina State Laws and City Ordinances and university policies.
- Conduct and accurately document thorough investigations of all accidents, crimes and incidents by interviewing victims, witnesses, and suspects, through the identifications and collection of physical evidence, searching persons, vehicles and other premises in accordance with legal guidelines.
- Respond to all emergency calls including potentially violent and life-threatening situations.
- Inspect university property for safety hazards, equipment malfunctions, unsecured doors or other unusual occurrences, refer victims to appropriate services, provide directions, escorts, vehicle and door unlocks assistance, operate necessary equipment.
- Respond to fire, intrusion, and security alarms and emergency calls boxes.
- Integrate Community Policing into routine patrol activity and apply COP concepts to resolve problems.
- Maintain radio communications.
- Submit timely, accurate MIR reports
- Report any security breaches or suspected security issues
- Render immediate and temporary medical aid to injured and or ill persons in emergency situations.
- Intervene and diffuse crisis situations as non-violently as possible.
- Document all activities and prepare written reports as required by departmental policy.
- Prosecute offenders as necessary by filing criminal charges, referral to the appropriate University authorities, or through other measures such as trespassing non-students
- Provide direction and training to new/temporary officers as requested
- Attends advanced and specialized training activities to maintain and improve skills

Campus Police Officers are considered essential personnel at Queens. In the event of extraordinary situations, the University may suspend normal operations and classes in whole or part. In such instances, all essential personnel must fulfill their duties, including (1) ensure the continuation of critical University operations; (2) attend to the needs of students and other members of the University community; and (3) protect the University's assets. Essential personnel will be notified by the University announcements and by their respective department head of their activation, and they must report to work as soon as feasible (or remain on duty if already on campus). Essential personnel must remain on duty as instructed to ensure the

uninterrupted delivery of essential services, unless directed or permitted to do otherwise by their department head.

Non-Essential Duties:

- Assist in coordination and patrol of special events/sporting events.
- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge and Skills Required:

- Basic Law Enforcement Training (BLET) certification required (*candidates without BLET certification will not be considered*).
- Law enforcement or security experience, preferably in a higher education setting.
- Effective and diplomatic communication skills (oral and written) to interact in a courteous and professional manner with the students, faculty, staff, visitors, public, representatives of the legal system, Campus Police personnel.
- Ability to prepare thorough and accurate written reports of activities and incidents with accuracy and attention to detail.
- Ability to act and direct the actions of others quickly and make intelligent decisions in emergency situations.
- Ability to maintain considerable working knowledge of modern policing principles.
- Ability to quickly learn and apply new information.
- Familiarity with Title IX, Clery Act, VAWA, Campus SaVE Act.
- Ability to adapt to an often-changing working schedule, which may include days, nights, weekends, and holidays.
- Pass any required drug tests and remain drug free, pass physical and psychological exam, absolutely no criminal history.
- Familiarity with Report Exec; Blackboard (card access), KABA, and/or DCI (background check software) preferred (or similar software).
- Must be willing and able to work twelve-hour rotating shifts (first, second or third), as well as holidays, weekends and during adverse weather or emergency conditions.
- Must be willing and able to fulfill essential personnel duties as described above.
- High school diploma required, Bachelor's degree preferred, or equivalent combination of education and experience.

Application Process

Qualified candidates should submit the following via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete submissions will not be considered.

1. a cover letter addressing the position qualifications, your experience and salary requirements
2. current résumé
3. contact information for three professional references.

Be sure to include "**PT-POLICE**" and **YOUR NAME** in your email Subject Line.
(Example: **PT-POLICE** Shawn Mullin)

Applications received by June 30, 2020 will receive first consideration. Queens will continue to accept applications until the position is filled.

Physical Requirements (*with or without reasonable accommodation*)

- May be required to exert extreme physical effort in subduing an arrestee, restraining individuals, performing a rescue operation, or activity.
- May be required to stand on foot post for long periods of time.
- May be required to run/sprint distances.
- Must be able to perform the following physical activities: stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions, run/sprint distances, climb stairs/ladders and other physical activities as necessary in emergency situations.
- Must be able to correctly and effectively use a variety of law enforcement machines, instruments, and tools including radios, body cameras, tasers, computers, automobiles, emergency and investigative equipment, etc.
- Must have vision correctable to 20/20 and meet color vision requirements.
- Must be able to meet the other physical requirements listed by the North Carolina Training and Standards Commission.
- May be exposed to hazardous materials, chemicals, explosions or loud noises.
- *Visual Abilities:* Read reports use a computer system – 50 -75% of the time
- *Hearing:* Hear well enough to communicate with co-workers, students, employees, campus visitors – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems – 50 -100% of the time
- *Mobility:* Patrol campus grounds on foot or by golf cart, open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-74% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly and appropriately to unexpected changes in conditions – 75-100% of the time.

Work Conditions

- Work in office environment and outdoors, involving contact with faculty, staff, students, parents, community members, service providers and vendors.
- Work has deadlines, multiple interruptions and may be stressful at times.
- Must be willing and able to work various assigned shifts (first, second or third) and serve as essential personnel during extraordinary situations as deemed by the Chief of Police.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for

undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

The above description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.