

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

CAMPUS POLICE OFFICER

FLSA STATUS: NONEXEMPT – PAY GRADE: 13-C

**JOB FAMILY: CAMPUS SECURITY AND PUBLIC SAFETY
JOB FUNCTION: WORK FORCE SERVICES**

GENERAL STATEMENT OF JOB

The Campus Police Officer provides public safety services as a sworn law enforcement officer on FSCJ campuses or residential housing to ensure a safe and secure environment for students, faculty, staff, and visitors. Patrols campuses or centers, evaluates/engages specific school risk factors and performs investigative work during various incidents. The Campus Police Officer may be required to work various shifts including day, afternoon and evening hours as the College dictates and may be designated as “Essential Personnel” in times of emergency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Conducts regular foot and vehicle patrols for assigned area(s) to ensure the environment is safe for students, faculty, staff and visitors. Observes surroundings through these patrols and takes appropriate measures to eliminate security and safety concerns to ensure protection of college facilities and assets.

Responds to dispatch calls for service and investigates problems, disturbances, traffic crashes, crimes, emergencies, and other incidents, including routine calls related to alarms and medical emergency calls; provides incident/traffic crash assistance and prepares related reports; enforces the law courteously, tactfully, firmly, impartially, and ethically. Makes required arrests and apprehensions.

Takes initial police reports; conducts preliminary investigations, including securing of crime scene, collection and preservation of evidence, and maintaining the chain of custody of evidence.

Performs security checks of buildings and concourses; locks and unlocks buildings and classrooms; provides required parking and traffic enforcement.

Provides security for various events; sets up traffic cones, barricades, signage, and other tasks necessary for special events.

Provides safety escort services for members of the FSCJ community and bank deposits.

Educates and counsels students, staff, and visitors on crime prevention techniques and proper safety practices.

Administers first aid and maintains current first responder certifications.

Assists other law enforcement agencies, fire department, and emergency medical technicians.

Performs other related duties, as required.

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SUPERVISION RECEIVED

Supervision is received from the Police Sergeant.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

High School Diploma or high school equivalency (GED), supplemented by two (2) years of related experience in law enforcement.

Florida law enforcement certification as established in Florida Statutes Chapter 943.13, officer's minimum qualifications for employment or appointment.

Valid Florida Driver's License.

PREFERRED QUALIFICATIONS

Associate's degree from a regionally accredited institution of higher education in criminal justice or related field. Five (5) years of experience in law enforcement. Law enforcement experience in higher education or as a School Resource Officer. Experience in crime prevention and/or community oriented policing concepts.

First Aid, CPR, AED training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Moderate dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard. Physical demands involve physical effort, such as standing and walking, and require sufficient strength to accomplish assigned duties including some moderate/heavy lifting, carrying, pushing and pulling up to 51 to 100/100 lbs. Moderate to challenging physical exertion in pursuit and restraint of individuals; long hours and physical strain. Operates a police vehicle equipped with mobile radio and other electronic communications devices, firearms, restraining devices, and related law enforcement equipment.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

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Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with moderate exposure to adverse environmental conditions (e.g., dirt, heat, cold, rain, fumes). Moderate level of exposure to challenging behaviors, imminent danger, threatening environment.

Effective: 6/7/23

Revised: 5/9/24