

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### Police Officer

**Department:** University Police

#### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

#### **Core Commitments**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources*

#### **Overview**

Provide 24-hour protection for the lives and property of the university community and visitors. This is a Safety Sensitive Position.

#### **Job Role and Responsibilities**

- Enforce applicable state, local, and federal laws, and university policies
- Conduct armed foot and mobile patrols of the campus, facilities, and vicinity
- Enforce parking and other regulations
- Respond to reports of criminal activity and accidents
- Attends departmental training as required
- Conduct surveillance as needed
- Write & submit comprehensive reports
- Provide emergency assistance during natural emergencies, fires, accidents, and personal injuries
- Communicate university policies and procedures to members of the university community and others on campus, verbally and in writing
- While on duty, coordinate with dispatchers and other officers all activity via hand-held radio
- Perform routine basic maintenance to patrol units and other department equipment as required
- Provide dispatch or departmental support services as requested
- Oversee operations as required - assistant to Chief of Police when designated

- Crowd control at concerts, basketball games and other events
- Traffic control for events bringing large crowds of people to the campus
- Provide access to locked facilities with appropriate authorization
- Inspection of fire extinguishers and other safety-related equipment
- Monitoring conditions for life safety and property safety hazards
- Meeting the public in a variety of stressful circumstances
- Perform other duties as assigned by the Chief of Police and/or other University Police Supervisors

### **Knowledge, Skills, and Abilities Required**

- Ability to communicate with co-workers, students, faculty, and administration effectively and professionally
- Excellent oral communications skills, using the English language, without the use of auxiliary aids or services
- Excellent writing skills without the use of auxiliary aids or services
- Work collaboratively with other officers, staff, supervisors, and guests
- Excellent problem-solving abilities
- Ability to sit, stand, walk, climb, bend, kneel, and grasp for extended periods of time
- Must be able to lift and carry equipment and supplies weighing up to 60 pounds or drag objects weighing more than 150 pounds
- Possess manual dexterity to efficiently operate a computer keyboard and other business machines
- Possess near vision sufficient for reading written communications and computer display screens
- Possess adequate hearing to communicate effectively in person and by phone
- Able to drive in a vehicle, walk, or ride on a bicycle for extended periods of time
- Ability to spend extended periods of time in a non-environmentally controlled environment and/or outdoor elements
- Ability to operate hand-held radio equipment without the aid of any auxiliary devices
- Always maintain a professional appearance and demeanor
- Possess a valid driver's license and an excellent driving record
- Proficient with Microsoft Office

### **Special Requirements**

- Applicants must be prepared to:
  - Document their criminal history if any and applicant's residence history extensively
  - Pass a comprehensive criminal background report and driving record
  - Must pass a post-offer physical exam and drug screening test
- Knowledge and ability to operate a firearm, as evidenced by:
  - Ability to legally purchase and possess a handgun
  - Possessing or obtaining certification as a police officer from the Council on Law Enforcement Education and Training
  - Successfully completing the OBUPD Pistol Course

- Ability to understand and apply concepts presented in training programs and procedures manuals, as evidenced by:
  - Successful completion of all tests within training programs
  - Application of such concepts in field work
- Meet firearms safety and accuracy standards
- Meet and maintain all standards and requirements for physical agility, strength, conditioning, and firearms as required
- Must be an active member of an evangelical church

### **Work Conditions**

- Work is primarily outdoors during all weather conditions
- Because the Police Department functions 24 hours a day, 7 days a week, police officers are required to workday shifts, evening shifts, or night shifts, as scheduled - weekend and holiday work is required
- Exposure to frequent noise caused by telephones, radios, and vehicles
- Safety Sensitive Position

### **Required**

- High School Diploma or G.E.D.
- CLEET Certification
- 3+ years' successful, related work experience

### **Preferred**

- Two years of college
- Current commission or certification as police officer
- 2 years' experience in police or campus law enforcement

### **Additional Requirements:**

- Must be an active member of a local evangelical church.
- Evangelical is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for **“Support Staff Applications”** on the OBU website at :  
<https://www.okbu.edu/hr/jobs.html>.