

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Police Officer**

Department: **University Police**

David Shannon

02/28/2017

Mike Johnson

02/28/2017

Prepared by

Date

Approved by

Date

**Supervision received:** Chief of University Police

**Supervision given:** All Reserve Police Officers / Security Officers

### **Expectations for all employees**

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *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.*

### **Purpose:**

**Provide 24-hour protection for the lives and property of the university community and visitors.**

### **Essential functions:**

**The Police Officer is a Safety Sensitive Position and must possess the following abilities and complete them as may be directed by the Chief of Police:**

- Enforce applicable state, local, 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.
- Attend 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.
- Supervision-Oversees operations as required. Assistant to Chief when designated.

### **Other duties:**

**The Police Officer performs a variety of tasks and a variety of services that include, but are not limited to:**

- Crowd control at concerts, basketball games and other events.
- Traffic control for events bringing a large number 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.

**NOTE: Omission of a specific statement of duties does not exclude them if they are related to the position.**

**Abilities:**

- Ability to effectively and professionally communicate with co-workers, students, faculty and administration.
- 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.
- Manual dexterity to efficiently operate a computer keyboard and other business machines.
- Near vision sufficient to read written communications and computer display screens.
- Adequate hearing to communicate effectively in person and by phone.
- Must be able to drive in a vehicle, walk, or ride on a bicycle for long periods of time.
- Ability to spend extended periods of time in a non-environmentally controlled environment and/or outdoor elements.
- Maintain a professional appearance and demeanor at all times.
- Work collaboratively with other officers, staff, supervisors, and guests.
- Other: See essential functions.

**Education:**

- Required: High School Diploma or G.E.D.
- Preferred: Two years of college.

**Experience:**

- Required: At least three years of successful, related work experience.
- Preferred: Two years experience in police or campus law enforcement.

**Certification Requirements:**

- Required: CLEET Certification.
- Preferred: Current commission or certification as police officer.

**Special Requirements:**

- Applicants must be prepared to document their criminal history, if any and applicant's residence history extensively.
- Must be an active member of an evangelical church.

**Other Requirements:**

- Must pass a post-offer physical exam and drug screening test.
- Must have a current valid driver's license and an excellent driving record.
- A comprehensive criminal background report and driving record.
- Must meet fire arms safety and accuracy standards.

**Special Skills:**

- Excellent writing skills without the use of auxiliary aids or services.
- Excellent oral communications skills, using the English language, without the use of auxiliary aids or services.
- Excellent computer skills, with proficiency in MS Word, MS Outlook, MS Excel, and MS Access within a Windows XP operating system.
- Excellent problem-solving abilities.

**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.
- Ability to operate hand-held radio equipment without the aid of any auxiliary devices.
- Meet and maintain all standards and requirements for physical agility, strength, conditioning and firearms as required .

**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 work either daytime or evening shifts, as scheduled. Week-end and holiday work is required.
- Incumbent will be exposed to frequent noise caused by telephones, radios and vehicles.
- Safety Sensitive Position.

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

**The job description was reviewed during  New Employee Orientation  Performance Evaluation\*.**

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
date

*\*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*



