

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Police Officer/Safety Coordinator	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Campus Police	<b>REPORTS TO:</b>	Police Chief
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**Position summary:** Under general supervision, this position patrols the campus enforcing College rules and regulations, Texas laws, and City and County ordinances. This position reports directly to the Police Chief keeping him/her abreast of all activities/events in relation to the Panola College Campus Police. This position also serves as the institution's safety coordinator. The Safety Coordinator is responsible for maintaining the institution's policies and procedures surrounding employee/student safety and accident prevention.

**Position responsibilities:**

- Protect life and property.
- Provide presence and maintains the peace at all campus events.
- Investigate criminal complaints and incidents.
- Respond to emergency situations.
- Respond to radio/phone calls and requests for assistance.
- Initiate vehicle and/or foot patrol activities for the prevention of crime, the enforcement of laws and regulations, and to provide public/student services.
- Assist residence life staff with problematic dorm activity.
- Assist residence life staff in conducting fire drills in an orderly and safe manner.
- Direct traffic; provides information and related services to ensure the safe flow of traffic.
- Arrest, search, and book individuals, and testify in court as needed.
- Write reports, parking citations, daily activity logs, and related legal and administrative reports.
- Subdue violent, dangerous or disruptive persons and take appropriate action such as arresting, removing them from campus, or referring them for administrative action.
- Develop ideas and recommend solutions related to campus safety and security.
- Utilize and develop crime prevention strategies and integrate them into daily patrol and investigative duties.
- Enforce laws and provide needed services related to safety and security.
- Assist students, employees, and visitors with vehicles as needed.
- Unlock building doors for individuals and to provide access for event activity.
- Provide information and direction to visitors and affiliates.
- Provide crime prevention literature and information,
- Report maintenance issues, security deficiencies, and hazardous conditions that appear across campus.
- Provide security and safety related services at special events or fixed post assignments.
- Complete daily, monthly, overtime, and special event logs and time and attendance records.
- Research and write reports regarding legal issues, police procedures, technical equipment, radar surveys, and related law enforcement matters.
- Investigate and report violations of the campus "rule book" to Student Services and college officials.
- Attend meetings and successfully complete training sessions to satisfy all police officer requirements.
- Serve as the institution's safety coordinator.
- Inspect the institution's facilities and grounds for possible safety issues on a regular basis keeping administration informed of possible hazards.
- Maintain an in-depth knowledge of all local, state and federal laws that regulate the safety of employees and students.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Must be a United States citizen.
- Must be at least 18 years of age.
- Must have either a high school diploma or GED.
- Must possess a valid Texas Driver's License and a safe driving record.
- No felony convictions.
- Must pass a criminal history check and a thorough background investigation of work and personal history.
- Possess the physical health, strength, stature, and agility to meet the physical demands of police work.

- Must pass a pre-employment physical examination.
- Possess emotional maturity and psychological fitness as determined by a pre-employment psychological examination.
- Must have successfully graduated from an accredited Texas police academy.
- Must be currently licensed with a Basic Peace Officer Certificate issued by TCLEOSE.
- Must have at least five years of current law enforcement experience either patrol and/or campus duty.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Computer skills.
- Must be willing and able to work nights, holidays, weekends, and overtime assignments.
- Must maintain mental and physical wellness and be able to perform the strenuous emotional and physical demands of police work.
- Ability to work with a diverse team in a fast-paced environment.
- Maintain professional competence in area of responsibility.

**Physical Demands and Work Environment:**

- Work is normally performed on a typical college campus.
- Some physical effort required with the employee occasionally lifting and/or moving up to 50 pounds.
- Possible exposure to physical risk.
- Position carries and uses a firearm and assigned defensive weapons in accordance with policies, procedures, and laws, and must remain proficient in their use.
- Some travel required.