

Chatham University

Job Description

Job Title: Police Officer

Position Reports to: Chief of Police

Position Summary: Provide safety, security, and protection services to Chatham University by enforcing federal, state, and local laws and the policies and procedures of the University.

Qualifications:

1. High school graduation or an equivalent combination of training and experience.
2. Certification under Pennsylvania Act 120 and Act 235.
3. Certification in emergency first aid, CPR, and AED.
4. Pennsylvania Driver's License
5. Firefighter and/or safety experienced preferred.

Duties and Responsibilities:

1. Provides safety, security, and protection services to the university community by patrolling assigned areas or buildings to enforce laws and university policies and procedures, which may include security of individual building/stationary locations.
2. Responds to emergencies by assessing the situation, employing tact, diplomacy, and individual judgement to remedy and/or maintain control. Many situations will require the officer to provide on-site lead supervision over lower seniority officers who may be present.
3. Deters, restrains, and/or arrests individuals attempting to inflict physical harm on themselves or others or to commit criminal acts.
4. Completes necessary administrative forms/reports related to incidents and/or arrests, to include gathering pertinent information from participants and/or witnesses.
5. Occasionally helps investigators and/or inspectors to conduct investigations or special projects as requested.
6. Occasionally provides security during the transportation of large sums of cash and/or valuables.
7. Maintains regular radio contact with Base and/or other officers to clock in, advise of unusual situations, and to request backup when necessary.
8. Appears in court regarding incidents that occur in the University community when necessary.
9. Provides crowd control and/or traffic control during schedule activities or during emergency situations as necessary.
10. Admits authorized personnel to locked buildings during security hours.
11. Observes and reports faulty and/or unsafe conditions, to include ensuring that fire and other safety precautions are in working order.
12. Provides emergency first aid and/or CPR to injured persons, or assists in the transportation of ill or injured persons when necessary.
13. Attends internal and/or external training courses, classes, and seminars to further develop skills and knowledge.
14. Helps train new officers.
15. Provides basic information and directions to community members and/or the general public.
16. Provides superiors with regular status reports/summaries related to the overall training and performance of new officers.
17. Provides other work-related duties as requested.

Physical Requirements:

Medium work, 50 pounds lifting, frequent lifting/carrying of 25 pounds, unrestricted walking/standing.

Sit: 40%	Hear: Continuous
Stand: 25%	Speak: Continuous
Walk: 35%	See: Continuous with 20/20 acuity
Stoop/Bend/Kneel Squat: 10%	Use telephone: 30%
Push/Pull: 5%	Use computer: 10%
Reach above shoulders: 5%	Balance: Continuous
Write: 10%	
Fine hand manipulation: 25%	