

# THE CATHOLIC UNIVERSITY OF AMERICA

## **Special Police Officer (full-time, 40 hours/week)**

### **Public Safety**

#### **Position 101596**

**Position Summary:** The Department of Public Safety has the primary responsibility for providing a safe and secure campus environment that is conducive to learning, working, living and visiting The Catholic University of America. The department provides comprehensive programs which include security patrol, escort, transportation, identification and access services. A staff of trained professionals, including commissioned special police officers, focus on crime prevention and investigation, safety education and emergency preparedness, response and recovery. The department works closely with federal and local law enforcement agencies to coordinate services and activities to enhance safety within the boundaries of the university. The department seeks opportunities to partner with students, staff and faculty to achieve the goal of a safe and secure campus. The position is responsible for providing safety and security throughout the campus. Campus police officers handle calls for service and parking enforcement while maintaining a constant visible patrol presence throughout the campus.

**Essential Responsibilities Include:** Patrol in assigned areas on campus, secure, and permit access to buildings, respond to requests for police service, and effect the arrest of offenders when appropriate. Shall be courteous and orderly in their dealings with the university community and the general public. Prepare police reports, written responses to inquiries concerning the performance of duties and other job related forms. While performing the patrol function, focus on crime prevention and investigation, safety education and emergency preparedness, response and recovery. Possess a working knowledge of the laws of the District of Columbia pertaining to the protection of life and property. Conduct investigations of criminal and non-criminal activities occurring on CUA property. Conduct investigations of vehicle accidents occurring on CUA property. Investigate complaints of sick or injured persons on campus. Be responsible for safeguarding all property coming into their possession in accordance with university and departmental guidelines. While patrolling, write traffic tickets, control traffic and enforce traffic regulations. Note and report items that may need attention such as broken windows, lights out etc. Respond to emergency situations, alarm breaks, and fire alarms as directed.

**Minimum Qualifications:** A High School Diploma or G.E.D, and must be able to obtain a Special Police commission in the District of Columbia; must be capable of carrying out police related tasks; communicate effectively orally and in writing. Must be a U.S. citizen. Possession of current and valid U.S. driver's license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety. Must be available to work any shift rotation.

**How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process):** [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position **101596** in subject line of email. Applications will be accepted until 7/13/2017.

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