



Investigations and Patrol Support Specialist (full-time, 35 hours/week)

Public Safety

Position 102027

Position Summary: The Investigations and Patrol Support Lieutenant manages and conducts investigations; provides investigative support and guidance for the patrol area; and participates in situations requiring a threat assessment. The Investigations and Patrol Support Lieutenant is responsible for Clery and Title IX compliance.

Essential Responsibilities Include: Assist with the development and supervision of services and operations of the department of Public Safety, including but not limited to criminal and non-criminal investigations to include background investigations. Conduct interviews and interrogations for violations of local and university regulations occurring on property under the jurisdiction of the department. Prepare investigative reports. Emergency incidents. Providing investigative services and guidance for the purpose of assessing and managing persons and/or organizations who may pose a risk to the university community with targeted violence or violent acts. Responsible for Clery and Title IX compliance. Preparing and disseminating Crime and Information Alerts to the campus community as needed. Prepare and disseminate daily 24 hour Incident/Crime Log. Serve as custodian of all records and reports of criminal cases, arrest records, arrest index, judicial proceedings and internal affairs. Review reports for UCR and Clery compliance. Serve on the department Clery Compliance Team. Enter and disseminate reports using the records management system, Informant. Identify crime trends and collaborate with the Crime Prevention Lieutenant and local law enforcement agencies to support the campus patrol units. to effectively prevent and respond to criminal activity. Other duties as assigned.

Minimum Qualifications: A High School Diploma with at least five (5) years of progressive experience in law enforcement, preferably at a municipal police department, an institution of higher education, hospital or school system. Must be able to obtain and maintain a Special Police Officer Commission issued by MPD and have a valid driver's license issued by the state of residence. Experience in an automated data management desirable. Experience as a detective and in investigations strongly preferred.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102027 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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