



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

POLICE OFFICER, PUBLIC SAFETY

POSITION REFERENCE NUMBER: 10655-89

GENERAL FUNCTION

The position provides law enforcement and public safety services to the University community. It is a sworn position and requires the carrying of a firearm.

RESPONSIBILITIES

1. Enforce the laws legislated by the Commonwealth of Pennsylvania and the rules/regulations established by the University.
2. Provide law enforcement, security, and public safety related services to the University community in an effort to enhance the safety and security of people and property.
3. Conduct proactive mobile and foot patrols in an effort to deter or detect criminal activity, security breaches, or public safety issues.
4. Respond to incidents and/or requests for assistance by the University community and take appropriate action to either resolve or contain a situation.
5. Conduct preliminary investigations of criminal and related non-criminal incidents.
6. Document criminal and related non-criminal incidents, using established departmental reports and/or forms, in an accurate and timely manner.
7. Ensure that designated University facilities are locked and unlocked at specified times.
8. Provide traffic and crowd control, as directed, during special events or when necessary/appropriate.
9. Enforce all rules and regulations pertaining to the University Parking Program by issuing parking citations during the course of their assigned shift.
10. Enhance the University community's awareness about safety and security issues through informal discussions and formal programming, as directed.
11. Provide general information to the University community and its visitors, when requested.
12. Perform related public safety duties as required.

MINIMUM QUALIFICATIONS

1. Previous law enforcement experience required, ideally in a campus setting.
2. Certification under Commonwealth of Pennsylvania Act 120 (Municipal Police Officers Education Training Commission).
3. Valid Pennsylvania Driver's License.
4. Bachelor or Associate Degree preferred.
5. Pre-employment Criminal Background Check, Psychological, Drug and Alcohol Tests.



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OTHER INFORMATION

Exemption Status: **Non-Exempt**

Internal Application Deadline: **April 18, 2017**

External Application Deadline: **Until position is filled**

Post Date: **April 12, 2017**

Start Date: **As soon as possible**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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