

**Position Announcement**

**(Internal Announcement – CTC Employees Only)**

## Campus Police Sergeant - Full-Time

Columbus Technical College is seeking an individual to serve as a Full-time Campus Police Sergeant for our Campus Police Department. This individual will coordinate and supervise the day-to-day operations of the Campus Police Department, which include developing or assisting in the development of training plans for each Police Officer, and perform law enforcement duties to maintain security and order on a technical college campus. This position will report to the Campus Police Chief. **This position is full-time/Non-exempt.**

**Responsibilities:**

* Supervises daily activities and plans work assignments of subordinate Campus Police Officers;
* Develops or assists in the development of training of new Police Officers, ensuring that all officers receive their annual training hours as mandated by P.O.S.T. and that their annual firearms training and range time is up to date;
* May coordinate and/or conduct campus safety education and training for police officers, faculty, staff, and students. This may include coordinating the active shooter exercises each year as well as any other emergency management response training;
* Reviews and approves incident reports, timesheets, and payroll information for Campus Police Officers;
* Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
* Enforces state laws, rules and regulations governing safety and security on technical college campus and at college events and ensures compliance with CLERY Act related requirements;
* Responds to emergency and non-emergency calls for service, as necessary;
* Writes reports of daily activities and irregularities;
* Assists with and maintains files related to the College Identification Badge/Parking Decal Program;
* Assists with the inspection and maintenance of fire alarms, security systems and fire extinguishers;
* Responds to fires, natural disasters or other hazardous events; Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation;
* Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection;
* Maintains and requests supplies and equipment;
* Maintains Georgia Peace Officer Standards Training (POST) certification.

**COMPETENCIES**

* Written and oral communication skills
* Decision making and problem solving skills
* Skill in the operation of computers and job related software programs
* Skill in interpersonal relations and in dealing with the public
* Strategic and tactical planning skills
* Organizational skills
* Supervisory skills
* Skill in the training of personnel
* Ability to work independently with minimal supervision
* Ability to work weekends, day, evening and morning shifts
* Ability to differentiate between colors
* Ability to exercise sound judgment in crisis situations
* Knowledge of all pertinent federal, state and local laws, ordinances and regulations, of college/TCSG policies and procedures, and CLERY Act requirements
* Knowledge of law enforcement equipment, techniques and best practices
* Knowledge of campus safety and security procedures

**Minimum Qualifications**

* High school diploma or GED and Two years’ experience as a certified police officer
* P.O.S.T certification
* Two (2) years’ experience as a law enforcement supervisor

**Application Deadline**

This position is available until September 27, 2017. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter and resume at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Salary/Benefits**

Salary is commensurate with education and experience. Benefits include state holidays, annual leave, and sick leave, State of Georgia Retirement, Health and Flexible Benefits Program.

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.