

**Campus Police Officer**

**Position Summary:** The Campus Police Officer performs a full range of assigned law enforcement duties to maintain security and order on a technical college campus.

**Essential Responsibilities:**

* Guards and monitors buildings. Answers alarms and investigates disturbances; Investigates criminal complaints and vehicle and other accidents;
* Coordinates with State Patrol and adjacent law enforcement jurisdictions; Apprehends criminal suspects and turns over to local jurisdiction for booking or incarceration;
* Inspects assigned area for fire or environmental hazards;
* Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against and maintain security of premises;
* Patrols premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
* Responds to fires, natural disasters or other hazardous events;
* Warns persons of rule infractions or violations, and apprehends or evicts violators from premises, using force if necessary;
* Writes reports of daily activities and irregularities;
* Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation;
* Inspects equipment and facilities to determine their operational and functional capabilities;
* Collaborates with others to prepare and analyze damage assessments following emergencies;
* Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection;
* Directs traffic during special events;
* Provides security for events;
* Conduct nigh-time disaster drills;
* Maintains Peace Officer Standards Training certification;
* Perform other duties as assigned

**Competencies:**

* Written and oral communication skills
* Decision making and problem-solving skills
* Skill in the operation of computers and job-related software programs, working knowledge of generally accepted computer programs for report writing, incident tracking, traffic studies, and compilation of incidents.
* Skill in interpersonal relations and in dealing with the public
* Ability to comprehend and follow detailed verbal and written instructions.
* Ability to work independently with minimal supervision
* Ability to work weekends day, evening and morning shifts
* Ability to differentiate between colors
* Ability to complete reports according to established guidelines
* Ability to patrol assigned areas
* Ability to identify signs of unlawful entry
* Knowledge of all pertinent federal, state and local laws and regulations.

**Minimum Qualifications:** High school diploma or GED \*and\* P.O.S.T certification is required.

**Preferred Qualifications:**

* Ten (10) years of experience in law enforcement
* Associate or Bachelor degree in Criminal Justice, Accounting, Sociology, or related field.
* Training in Homeland Security.
* Valid Driver’s License and proof of insurability required.
* POST Firearms Instructor
* Employment Physical and Drug Test.

**Salary:** Commensurate with education and coaching/work experience. State of GA Benefits.

**Application Deadline**: Open until Filled.

**Position Available:** Immediately.

Please complete our SGTC application on our website [www.southgatech.edu](http://www.southgatech.edu); access this by clicking on the link **Careers** @ **SGTC.** For further assistance call the Human Resources office at 229-931-2450.

**Equal Opportunity Employer.**

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