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| **Campus Police Officer** | | | |
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| **Campus:** | Americus | | |
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| **General Duties:** | 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 include but not limited to: 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. | | |
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| **Education Requirements:** | High school diploma or GED \*and\* active P.O.S.T certification. | | |
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| **Minimum Qualifications:** | 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. | | |
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| **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; P.O.S.T. Firearms Instructor. | | |
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| **Schedule Requirements:** | Must be willing to work a flexible schedule including nights and weekends. | | |
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| **Background Requirements:** | Candidates must pass a Physical exam, criminal background check, MVR, and drug screening | | |
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| **Compensation:** | This is a Full-Time position. Commensurate with education work experience | | |
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| **Benefits:** | State of GA benefits package available. | | |
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| **Reports to:** | Chief of Police Department | | |
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| **Application Deadline:** | Until filled | | |
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| **Application Instructions:** | 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) 931-2454 or (229) 931-2450 or by emailing [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. | | |
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| Position Number: |  | Job Code: |  |