

POSITION DESCRIPTION

TITLE: **Special Police Officer - (Non-Exempt)**

JOB SUMMARY:

This position is responsible for the safety and security of all College properties; the faculty, staff, student body; and guests and visitors during the assigned shifts. The Special Police Officer will patrol designated areas of the College buildings, grounds, and adjacent public areas to provide deterrent patrols to enforce the statutes of the State of Maryland, and the rules and regulations of St. Mary's College. The Special Police Officer shall be individually responsible for the post or assignment during assigned shifts. This is a sworn armed position with law enforcement authority by a Special Police Commission granted through the State of Maryland. This position reports to the shift Sergeant following the normal hierarchy of the Public Safety Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Public Safety Directives Manual, Public Safety Procedures Manual, Memorandum of Understanding (MOU) and/or the employee handbook, and MOU with the Sheriff's Office.
- Must be available to work rotating shifts, respond to on-call emergencies and be available to work weekends and holidays.
- Prevents and suppresses crime.
- Protects life and property.
- Apprehends and protects offenders. Preserves the peace and maintains order.
- Enforces all state statutes and College regulations.
- Engages in activities that enhance the relationship between the department and the community.
- Must maintain a high level of proficiency in the use of police equipment including the handling, use, and storage of firearms and be capable of using force when appropriate based on the laws of the State of Maryland and Department policy.
- Patrols designated areas, giving special attention to areas of high crime incidents to preserve order, to prevent and deter crime; discovers situations that may be of a criminal nature, or disruptive or hazardous.

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- Conducts criminal investigations.
- Prepares reports of all investigations.
- Make arrests pursuant to an authorized Special Police Commission and processes individuals; testifies in court or at college hearings.
- Notifies superiors of major crimes and other notable incidents.
- May respond to emergency calls such as fires and personal injuries.
- May assist in the training of new officers.
- Inspects and maintains assigned equipment including firearms and uniforms.
- Must be able to exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree in accordance with department policy.
- Must be able to pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting patrol vehicles, lifting, carrying, and dragging heavy objects, climbing over, and pulling oneself up over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, ditches and streams; crawling in confined areas, balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Must be able to communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Must be able to perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious persons.
- Must be able to conduct visual and audio surveillance for extended periods of time.
- Must be able to communicate effectively with people, including college students, by giving information and directions, mediating disputes, and advising of rights and processes.
- Must be able to endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Directs and participates in rendering aid at the scene of emergencies.
- Renders emergency first aid and CPR.
- Designated as a “mandatory reporter” under Title IX, and as a Campus Security Authority under the Clery Act.
- Performs any other duties necessary to protect the lives, safety and property of the students, staff, faculty, and guests of the College.

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SPECIAL REQUIREMENTS:

- Must possess a motor vehicle operator's license valid in the State of Maryland.
- Undergo a complete background investigation.
- Must be able to obtain a Special Police Officer Commission issued by the Maryland State Police.
- Must pass a physical agility assessment, written assessment, psychological test, and a medical examination to include drug screening.
- Subject to random substance abuse testing in accordance with Code of Maryland Regulations.

MINIMUM QUALIFICATIONS:

- Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education. This educational requirement is set by the Police and Correctional Training Commission in accordance with Article 41, Section 4-201.
- Experience: At least two years' experience as a Public Safety Officer with St. Mary's College (or 4 years with another law enforcement/security department (college law enforcement and sworn preferred).
- Must be eligible to carry a firearm and obtain a wear and carry permit issued by the Maryland State Police.
- No disciplinary complaints recorded.
- Must be able to obtain and maintain a departmentally approved first aid/CPR/AED certification.
- Must have the ability to understand, interpret, and explain College policies, rules, and regulations concerning public safety duties and responsibilities.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.