



Classification Description

Job Title: Reserve I Campus Police Officer

Pay Grade: Unpaid Volunteer

Job Code: NA

FLSA Status: NA

Job Purpose

This position is responsible for providing public safety services as a volunteer sworn law enforcement officer on a designated FSW campus to ensure a safe and secure environment for students, faculty, staff and visitors. Duties include participation in the Campus Police Reserve Police Officer Program by patrolling the campus, evaluating/engaging specific school risk factors and performing investigative work as needed in various incidents while working under the auspice of the Reserve II Lieutenant within the Reserve Police Officer Program.

Individuals who volunteer or donate their services generally do so on a part-time basis. Volunteers are not considered FSW employees, do not receive compensation, and are not entitled to unemployment compensation.

General Responsibilities

Essential Functions

Conducts regular foot and vehicle patrols for assigned area(s) to ensure environment is safe for students, faculty, staff and visitors. Observes surroundings through these patrols and takes appropriate measures to eliminate security and safety concerns to ensure protection of Collegiate High School and other College facilities and assets.

Responds immediately to complaints and disturbances; makes arrests and apprehensions.

Takes initial police reports; conducts preliminary investigations, including securing of crime scene, collection and preservation of evidence, and maintaining the chain of custody of evidence.

Ensures orderly flow of traffic; investigates accidents; issues parking and moving citations.

Maintains regular contact with Chief of Police, Captain, Lieutenant(s), Reserve II Lieutenant(s), Sergeant(s) and other appropriate personnel when dispatched to appraise and manage emergency situations; keeps appropriate individuals informed of status and location of incidents; partners with other agencies and personnel to ensure proper handling of emergency situations.

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Assists other law enforcement agencies, fire department and emergency medical technicians.

Documents incidents and related outcomes through the appropriate report management program; ensures reports are completed in an accurate and timely manner; maintains confidential records.

Responds to emergency alarms and takes actions in accordance with procedures related to the type of alarm.

Provides non-emergency assistance and information to students, faculty, staff and the public, as needed.

Assists with the administration of Campus Police policies, procedures and programs including emergency management notification, life safety, fire and sanitation. Delivers training sessions on safety and security topics as needed.

Assists in performing safety and/or fire inspections as directed by the supervisor.

Reserve I Campus Police Officer shall be subject to the General Orders, Department Directives, and Procedures of the Campus Police Department.

Reserve I Campus Police Officer shall serve a minimum of eight (8) volunteer hours each month.

Reserve I Campus Police Officer shall be evaluated annually by the Reserve II Lieutenant.

Performs other duties as assigned.

Volunteering at FSW

Volunteers are covered under the College's worker's compensation policy if injury occurs while performing approved volunteer duties.

Each volunteer position will be clearly defined by the department as to qualifications, responsibilities, and limitations of the position.

Reserve I Campus Police Officers are required to complete the same requirements as employed FSW Officers, including completion of the FSW Volunteer electronic application, being fingerprinted, and supplying various personal data including emergency contact information.

Volunteers cannot start assignments until all documents are completed, fingerprint results are received/reviewed, and approval is received by the Office of Human Resources.

Volunteers shall comply with all Board policies, College procedures, General Orders, Florida Board of Education Rules, and Florida Statutes.

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Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education in criminal justice or related field.

Two (2) years of significant and progressively responsible experience in law enforcement, security services, military police and/or public safety management. An appropriate combination of education and experience may be substituted.

Must meet the requirements established in Florida Statutes Chapter 943.13 officers' minimum qualifications for employment or appointment to include achieving an acceptable score on the Florida officer certification examination.

Valid driver's license.

First Aid, CPR, AED training, or the ability to acquire related certification(s) within a 12-month period.

Ability to work various shifts including day, afternoon and evening hours as the College dictates.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Must be literate in Windows environment and possess the ability to use appropriate job specific technology as required.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the Collegiate High School and College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the Collegiate High School's and College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Regularly requires sitting, bending, stooping, walking and standing. On occasion, incumbents may be required to lift 40 or more pounds.
- Environmental: Position regularly patrols the high school and or campus, both indoors and outdoors. Incumbents will be exposed to heat, rain and other weather conditions.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.
- Approved: January 9, 2023.