GORDON COLLEGE
Position Description

Title: Gordon Police Officer

Function: Under the supervision of the Chief of Police, Gordon Police Officers provide public safety and law enforcement services, partner with residence life staff to enforce life and conduct standards, patrol the buildings and grounds of the campus to identify and prevent conditions and incidents hazardous to persons or property, and engage with the community to continuously improve the safety and security of the Gordon College campus and its faculty, staff, students and visitors. In keeping with the mission of the college, Gordon Police Officers strive to perform all functions with an attitude of ministry and biblical servanthood.

Description of Duties and Tasks:

Essential Responsibilities:

1. Responds safely and rapidly to emergency calls for police service such as reports of crimes in progress; suspected criminal activity; medical emergencies; environmental emergencies; fires, fire alarms; intrusion alarms; and accidents, etc., and renders aid as required.

2. Prevents and detects criminal activity around campus through highly visible patrols, by vehicle and on foot, according to established schedules.

3. Conducts thorough initial investigations of incidents and follows up investigations as assigned.

4. Checks and secures campus buildings; observes campus vehicles, equipment, and grounds; notes any irregular situation, condition, vandalism, or fire/safety hazard; investigates as appropriate; reports observations and findings.

5. Enforces state and local laws and regulations on campus or in or upon lands or structures owned, used or occupied by Gordon College; arrests criminal offenders when necessary and participates effectively in the subsequent court preparation and prosecution proceedings.

6. Enforces College public safety regulations; enforces standard of conduct rules in cooperation with the Center for Student Development or appropriate Cabinet officer; reports violators of any of the above rules and regulations.

7. Enforces motor vehicle and parking regulations; stops and apprehends violators as necessary and as allowed by policy and law.

8. Participates in crowd control and mass parking programs during special campus events such as homecoming, concerts, and graduation.
9. Performs additional duties as appropriate or as assigned by the Chief of Police or designee.

10. Performs all duties in a manner consistent with the life and conduct standards of the institution.

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess or be able to obtain the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must possess a personal commitment to the Christian faith; practice Christian values in daily interactions with students, faculty, staff, and the public; demonstrably commit to Gordon’s mission, Statement of Faith, and statement of Life and Conduct at Gordon College.


3. Must be certified in CPR and as an EMT.

4. Must possess a Massachusetts License to Carry (LTC) and be comfortable with carrying a department issued firearm while on duty.

5. Must possess or obtain a special state police warrant from the Massachusetts State Police certification unit. If a warrant is not already issued, the certification unit may issue a warrant on the basis of sufficient prior police experience and training, or the unit may demand completion of a course of training of their choosing before issuing a warrant.

6. Must have knowledge of the College’s mission, purpose and goals, and the role of the Gordon Police Department in achieving them.

7. Must adhere to the assumptions, principles and standards described in the “Life and Conduct at Gordon College” statement.

8. Must have a clear understanding of campus rules and regulations.

9. Must have a detailed knowledge of buildings and campus features, and know the locations of all alarm panels.

10. Must have basic skills in individual and crowd restraint and control.

11. Must be able to walk significant distance within and between campus buildings; tasks may require bending, stooping, kneeling.
12. Must have visual ability, corrected, to observe and detect signs of danger or suspicious activity.

12. Must be able to climb stairs and ladders.

13. Must be able to lift significant weight.

14. Must have basic English-language writing skills for completion of incident reports.

15. Must have good communication skills to interact with students, employees or visitors, understand situations and give directions.

16. Must have basic mechanical aptitude for motor vehicle assistance program and other emergency maintenance needs.

17. Must be able to stand, walk and/or sit and continuously perform job functions for shifts up to 12 hours in duration, which rotate to continually cover all 168 hours of the week.

18. Must possess a valid driver’s license.

19. Must be able to operate College Gordon Police motor vehicles.

20. Must be able to successfully complete a comprehensive pre-employment physical, background investigation, and drug and psychological testing.

21. Must be able to perform duties within extreme temperature ranges and under all weather conditions.

22. Must be able to learn and perform all essential job functions accurately and safely with minimal supervision.

23. Must possess a high school diploma. An Associate’s degree in a related field is preferred.

24. Must be able to work overtime and work scheduled or emergency coverage shifts at any time (day, evening, overnight, etc.) as work demands, including any holiday.

25. Must wear issued uniforms and maintain a neat, clean, and well-groomed appearance.

26. Must possess physical ability to perform restraint, self-defense, and arrest techniques as trained.

Position Code: SAF-OF
Grade: 4
FLSA Status: Non-exempt