

## **GORDON COLLEGE**

### *Position Description*

**Title: Campus Safety Officer**

**Function:** Under the supervision of the Chief of Police and under the direct supervision of the OIC (Officer in Charge), Campus Safety Officers provide safety and security services, partner with student life staff to enforce life and conduct standards and minister to the needs of community members, 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 & Gordon Conwell campuses and its faculty, staff, students and visitors. In keeping with the mission of both institutions, Campus Safety 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 medical emergencies; environmental emergencies; fires, fire 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. 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.
4. Enforces certain College public safety regulations; enforces standard of conduct rules in cooperation with the Student Life Department or appropriate administration; reports violators of any of the above rules and regulations.
5. Enforces campus parking regulations on the Gordon College campus and priority parking regulations on the Gordon Conwell campus.
6. Participates in crowd control and mass parking programs during special campus events such as homecoming, concerts, and graduations.
7. Performs additional duties as appropriate or as assigned by the Chief of Police or designee.
8. Performs all duties in a manner consistent with the life and conduct standards of the institution and the mission statement of the department.

### **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 profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; must work to advance Gordon's mission through this position.
2. Recognizing the critical importance of Christian community at Gordon College, and recognizing that Campus Safety Officers are members of this Christian community, must be prepared to approach all community interactions with the intent to both encourage and build up fellow members and to be a welcoming presence to visitors and new community members.
3. Must express wholehearted support for the mission statement of the department (see "Gordon Police Mission Statement" at the end of this document).
4. Relevant job experience in the campus safety field strongly preferred.
5. Must be a certified as a medical First Responder or be capable of attaining such certification (qualified candidates will be provided with training after hire, if necessary).
6. Must express commitment to pursuing the mission of the department, including providing professional campus safety services to this campus, being committed to the spiritual life and shared faith of the Gordon community, and striving to do everything in a spirit of Christian love and to the glory of God.
7. Must have knowledge of the missions of Gordon College and Gordon Conwell, purpose and goals, and the role of the Gordon Police Department in achieving them.
8. Must have a clear understanding of the campus rules and regulations of both institutions.
9. Must have a detailed knowledge of buildings and features of both campuses and know the locations of all alarm panels.
10. Must be able to walk significant distance within and between campus buildings; tasks may require bending, stooping and kneeling.
11. 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 and have a motor vehicle record free of major incidents and which allows operation of a college vehicle under the Authorized Gordon Driver policy.
19. Must be able to operate college 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 utilize self-defense techniques as trained.

### **Gordon Police Mission Statement**

The Gordon Police Department is dedicated to both serving and protecting the Gordon College community, its guests and all other visitors to campus. Our officers have a unique dual role. Our Massachusetts Special State Police officers are empowered to enforce the laws of the Commonwealth, and they strive to provide professional police services to this campus. All of our officers, both sworn and non-sworn, are employees of the College who are committed to the spiritual life and shared faith of this community. It is the mission and desire of this department to do everything (whether responding to a police or medical emergency, enforcing proper campus conduct, or performing simple acts of service) in a spirit of Christian love and to the glory of God.