

Adams State College  
Student Affairs, College Police Department  
Work Study Job Description

**Work Study Job Title:** Campus Security Agent I  
**School/Department:** College Police Department  
**Contact Person:** Dr. Joel F. Shults  
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**Job Description**

Mission: Assisting full time members of ASCPD in meeting its stated mission: The mission of Adams State College Police Department is: "In stewardship of the authority with which we are entrusted; in partnership with the community we serve; to maintain a safe and orderly environment for learning and working."

Tasks:

- Walking through the campus and campus buildings
- Operate ASCPD vehicles
- Operate ASCPD radio
- Interview victims and witnesses
- Write narrative reports and fill out report forms
- Issue violation notices for violations of campus regulations
- Assist ASCPD officers as directed including directing traffic, guarding crime scenes, monitoring crowds at special events, etc.
- Perform the duties of Parking Management Agent
- Perform the duties of Dispatcher
- Perform duties assigned by the Chief, ASCPD Officers, CSAII, or the ASCPD Administrative Assistant
- Lock/unlock buildings upon authorized request
- Observe activities and conditions on campus; investigate or report suspicious, unusual, dangerous, or unlawful behavior or conditions
- Escort campus citizens when requested for their personal safety
- Operate electronic equipment including cell phone, PDAs, computers, and digital cameras
- Operate tools and equipment as issued and authorized for use
- Testify in court or other judicial hearings including college proceedings

Conditions: Work is a combination of outside and inside work, frequently in inclement weather and during hours of darkness; close supervision by senior ASCPD members; sedentary office work; may encounter angry, upset, violent, and intoxicated persons; must work in assigned uniform) and comply with personal appearance requirements (uniform supplied by ASCPD).

Requirements:

- Age 18 or older
- Physically fit; height proportional to weight; must agree to a physical exam or show evidence of an exam within that past year prior to appointment
- Must pass background check with references, former employers, character references
- No significant criminal history; no domestic violence, assault, theft, or extensive driving record; no drunk driving related offenses

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- Confidentiality agreement; must agree to keep all ASCPD information confidential regarding victims, perpetrators, and ASCPD members
- Must consent to pre-employment drug test and employee drug testing policy
- Must consent to polygraph examination prior to and during employment
- No recent illegal drug use, including marijuana
- No recent history of abuse of alcohol, moderate or no current alcohol use
- No recent history of abuse of prescription drugs
- Non-smoker
- Physically able to stand and walk for long periods of time, including up several flights of stairs
- Normal vision and hearing acuity (glasses, contacts, and hearing aids are permitted if assisted hearing and vision is within normal acuity ranges).
- Must be able to maintain a professional appearance and exceptional hygiene
- Must be able to walk the distance from the south extreme edge of campus to the north extreme edge of campus
- Must have normal dexterity, balance, and mobility in order to manipulate keys, locks, and other equipment
- Must agree to psychological evaluation prior to employment and during employment upon request of the Chief
- Candidates must consent to a behavior contract that insures the proper professional association with ASCPD in a manner which does not bring harm to the reputation, effectiveness, or operation of the ASCPD mission
- Must pass a written test and interview process
- Candidates, prior to appointment, must provide emergency medical information including all current medications; records must be kept current during employment
- First Aid and CPR certification desirable
- Must be able to think, act and speak clearly in stressful situations
- Must be willing to work flexible hours, including weekends and late nights, keeping scheduled work commitments a priority