

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

Work Study Job Title: Campus Security Agent II
School/Department: College Police
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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, assisting in transporting persons to jail or detox, assisting in physically restraining resistive persons, guarding crime scenes, monitoring crowds at special events, investigating alarms and other reports of criminal behavior.
- Perform the duties of Parking Management Agent and CSA
- Perform the duties of Dispatcher
- Perform duties assigned by the Chief, ASCPD Officers, 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; including handcuffs and defensive chemical spray
- Use approved physical control techniques as provided in ASCPD policy
- 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; working with angry, upset, violent, and intoxicated persons; must work in uniform (unless assigned non-uniform duty) and comply with uniform and personal appearance requirements (uniform supplied by ASCPD); potentially very demanding physically and mentally.

Requirements:

- Age 20 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

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- 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
- 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
- Able to support, drag, and lift normal body weights to assist in rescues and arrests
- 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 run or jog 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, handcuffs, 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 required prior to or during employment
- 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