

Adams State College
Student Affairs, ASC Police Department

Work Study Job Description

Work Study Job Title: Parking Management Agent

School/Department: Police Department

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Job Description

Mission: Assisting full time members of ASCPD in meeting its stated mission by monitoring and enforcing parking and traffic regulations. 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 campus property
- Operate ASCPD vehicles
- Operate ASCPD radio
- Write narrative reports and fill out report forms
- Issue violation notices for violations of campus regulations
- Assist ASCPD officers as directed
- Perform the duties of Campus Security Agent in urgent situations as directed by ASCPD officers
- Perform the duties of Dispatcher as directed by ASCPD officers
- Perform duties assigned by the Chief, ASCPD Officers, CSA II or the ASCPD Administrative Assistant
- Observe activities and conditions on campus; report suspicious, unusual, dangerous, or unlawful behavior or conditions
- Operate electronic equipment including cell phone, PDAs, computers and digital cameras
- 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; occasionally working with angry, upset, violent, and intoxicated persons; must work in designated uniform and comply with personal appearance requirements (uniform supplied by ASCPD); potentially very demanding physically and mentally.

Requirements:

- Age 18 or older
- Physically fit; height proportional to weight; must agree to a physical exam or show evidence of an exam within the 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
- Confidentiality agreement; must agree to keep all ASCPD information confidential regarding victims, perpetrators, and ASCPD members.

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- 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 for time
- Normal visions 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
- 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 is desirable
- Must be able to think, act, and speak clearly in stressful situations
- Must be able to respond to complaints and disagreements exercising excellent customer service and public relations
- Must be willing to work flexible hours, including weekends and late nights, keeping scheduled work commitments a priority