

Clark Atlanta University

Job Description

Position Title:	Police Officer
Department:	Department of Public Safety / Campus Police
Reports To:	Sergeant

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Police Officer under the general direction of the shift sergeant performs specialized police work in protecting life and property, preventing violations, enforcing laws and regulations on university property and apprehending within police jurisdiction. The Police Officer will patrol the buildings and grounds of the university to provide protection for the students, staff, faculty and visitors. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provide other police services to the university as necessary. Performs a variety of unplanned physical tasks which includes the restraining of violent individuals, running, climbing fences, and moving street barricades. Decisions within the areas of responsibility are made independently. Daily supervision is general and work plans are established with periodic review. There is daily and frequent interaction with university students, faculty, staff and visitors to the university.

Examples of Duties and Responsibilities:

Patrols campus areas on foot or by motorized vehicle; issues citations and warnings.

Directs traffic and enforces traffic regulations

Reports and investigates accidents, vandalism, thefts and fire.

