



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

POLICE OFFICER JOB SUMMARY

Under general direction, the Campus Police Officer's primary role is to prevent crime and the breach of public order. Primary responsibilities include protecting students, faculty, staff, campus visitors, property, and facilities from accidents, bodily harm, fire, theft, vandalism, and illegal entry. Other daily responsibilities include enforcing local, state and federal law and Mercyhurst Policy and Procedure related to traffic and parking regulations, apprehending violators, providing general information and assistance to the public, student conduct, conducting criminal investigations and participating in community oriented policing efforts, locking/unlocking of buildings and will report circumstances that present any threat or danger to students, property or employees, and record all calls for police service on a shift activities log.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES:

- Patrol the Mercyhurst Campus on foot / vehicle and answer calls to protect personnel, property and buildings independently or with another to ensure overall campus safety;
- Enforce laws, traffic regulations, court orders, safety regulations and all University policies and procedures, and apprehend / arrest violators;
- Provide security for large gatherings such as sporting contests, campus activities, graduation and the like;
- Investigate and record irregularities which occur during assigned shifts and take necessary action within limits or prescribed policies and procedures to correct the situation. Respond to and investigate crimes reported, respond to traffic accidents and document the accident within a detailed report; complete work requisitions to maintenance, in order to fix and repair physical plant defects and safety hazards across campus;
- Prepare written reports of irregularities or violations of law and maintain a log of daily activities;
- Gather, process and maintain integrity of evidence and interview witnesses;
- Appear in court and testify as arresting or investigating officer;
- Maintain confidentiality relative to matters under investigation;
- Participate in required in-service and staff training, including, but not limited to: Mandatory ACT 120 update training and other state / federal training on an as needed basis; and
- Accept other duties needed/assigned for the University needs

MINIMUM QUALIFICATIONS:

Education and experience equivalent to:

Valid driver's license, High school diploma or GED; and PA Act 120 certification.

Associate Degree in criminal justice or related field with strong computer skills preferred.

Placement on the Mercyhurst Consortium Police Test is preferred.

Successful candidate must possess efficient and effective verbal and written communication skills, multi-task and problem solve to properly support and promote the mission of Mercyhurst.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Strong computer literacy with MS Office Suite (Word, PowerPoint, Excel...etc.) and accurate data entry skills;
- Maintaining an established work schedule;
- Adhere to all local, state, federal laws and Mercyhurst policies and procedures;
- Ability to organize and prioritize work assignments and meet deadlines;
- Knowledge of pertinent laws, policies / procedures and/or guidelines affecting areas of responsibility;
- Ability to be self-reliant and follow instructions;
- Must have sound decision making capabilities and the ability to work independently and as directed by the Chief of Police and/or his/her designee;
- Capable of assuming responsibility; initiating appropriate action; and maintaining confidentiality;
- Knowledge of and ability to maintain confidentiality of student privacy (FERPA);
- Compliance with State and Federal Regulations and Safety Protocols (OSHA)
- Must be trained and certified on the police reporting system.
- Effectively using interpersonal and communications skills, including tact and diplomacy;
- Effectively using organizational and planning skills, including attention to detail and follow-through;
- Assessing and prioritizing multiple tasks, projects, and demands;
- Maintaining confidentiality of work-related information and materials;
- Establishing and maintaining effective working relationships;
- Be able to be flexible to accept other duties needed/assigned for the University needs;
- The ability to work cooperatively and collegially with others, consistent with a workplace of dignity and respect and EEO rules and regulations;
- The ability to report to work as scheduled, ready to devote full attention and energy to the important work of Mercyhurst University and
- The ability to accept work directives from managers and supervisors in a respectful and cooperative manner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. Ability to work various / rotating shifts, to include: weekends, holidays, and inclement weather.

WORK ENVIRONMENT:

Employee is responsible for performing duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting and outside of the office across campus. The noise level in the work environment is low to moderate.

SAFETY:

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice

to supervisor.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.