



ALLENTOWN, PA

**Position Title:** Campus Safety Reserve Police Officer  
**Department:** Campus Safety & Police  
**Classification:** Service Personnel, Non-exempt, Part-time (<1,000 hrs annually)

**Characteristic Duties & Responsibilities:**

- A. Patrols campus and all college buildings with attention to life/safety issues including but not limited to:
  - 1. Conditions dangerous to persons
  - 2. Fire or conditions with potential for fire
  - 3. Condition of operating equipment
  - 4. Security of buildings and rooms not currently in use, open and/or secure same if appropriate
  - 5. Assisting with fire drills
  - 6. Enforcement of federal, state, local and college laws and regulations
- B. Makes complete operations report to Director of Campus Safety and Campus Police Supervisor.
- C. Assist with responsibility for operations in emergency situations, including but not limited to: 1) fire, 2) bomb threat, 3) catastrophe; notifies the Director of Campus Safety or his/her designee; Assist in determining the appropriate immediate response of building/area occupants until situation is resolved or higher authority provides relief.
- D. Assist with the initial investigation of all criminal complaints, performs follow-up investigations when necessary, and documents all information as necessary in form of a written (typed) report.
- E. Assist in preparing criminal cases for civil authorities and/or campus judicial proceedings.
- F. Assists with Student Health Services in handling of emergency medical and/or psychological problems.
- G. Provides traffic control on campus as needed; issues tickets for parking violations.
- H. Performs various safety inspections as directed.
- I. Assists the public and campus community in public relations service (i.e., directions, information).
- J. Provides various services as required by Department policy or as required by Treasurer's Office, President's Office, or the Dean of Students.
- K. Carries and maintains college-owned, or alternately approved firearm.
- L. Assists with, prepares, and offers training, crime prevention, and other educational programs for faculty, staff and students.
- M. Assists with the smooth operation of shift duties and responsibilities.

- N. Inspects and maintains, as necessary, all equipment related to patrol. Reports equipment defects to the appropriate individual when unable to resolve personally
- O. Inspects patrol vehicle for any damage. Reports maintenance issues related to the vehicle operation.
- P. Performs various tasks related to Community Policing.
- Q. Works with computer operating systems, including but not limited to systems operating the card access, fire alarms, CCTV, and ID computer.
- S. Dispatches for short and/or extended periods of time based on departmental needs and in accordance with the duties and responsibilities of a part-time dispatcher.
- T. Performs other duties as assigned by the Chief or his/her designee.

**Qualifications & Work Conditions:**

1. College degree in Criminal Justice or related field or relevant experience in an academic environment required.
2. Act 235 certification with Firearm required, must be maintained throughout employment.
3. Act 120 certification preferred, updates must be maintained throughout employment.
4. First Aid/CPR/AED certification required, must be maintained throughout employment.
5. Clean criminal background, must be maintained throughout employment.
6. Valid PA driver's license with clean driving record (as maintained through Pennsylvania Department of Transportation or any state Department of Motor Vehicles.) Must be maintained throughout employment.
7. Ability to work hours as necessary based on the needs of the Department and campus community, including overtime and varying shifts. **This position is limited to 1000 hours or less annually.**
8. Satisfactory completion of drug test in accordance with Departmental procedures, including pre-employment and random drug testing throughout employment.
9. Ability to hear non-amplified sounds/normal speaking voices at a distance of 15 feet required.
10. Must be able to see at least 20/70, uncorrected, in the stronger eye, correctable to 20/20; and at least 20/200, uncorrected, in the weaker eye, correctable to at least 20/40; and must be free of any significant visual abnormality. Corrected vision is required if uncorrected vision does not already meet 20/20, 20/40 standard.
11. Ability to perform a variety of patrol and physical functions including but not limited to driving in various weather/lighting conditions, ability to walk stairs, ability to stand at stationary posts for extended periods of time, ability to lift 50 pounds of weight, climb steps and walk uneven terrain.
12. Must be computer literate, willing and able to learn new systems and functions.
13. Good written and oral communication skills and fluency in the English language (including ability to hear, speak and write in English) required. Ability to speak a second language preferred.
14. Due to the nature of the department, must maintain confidentiality and demonstrate a personable manner.
15. Must be able to work well under pressure and deal effectively with regular interruptions while maintaining accuracy and showing patience for detail.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.

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