Notice of Position Opening
Internal/External
Part time

Police Authority Officers and Campus Safety Officers # E001-14

Posting Date: June 16, 2014
Reports to: District Director Campus Safety
Applications will be accepted until filled.

Summary of Duties:
Officers perform specialized safety/security activity including college regulations and enforcement, vehicular and foot patrol on college property. Under the direction of the shift supervisor, conducts preliminary investigations (gathers evidence and obtains witnesses information, and submits written reports), answers calls and complaints and provides assistance to students, faculty, and staff, including assisting with jump starting vehicles. Personal escorts, provides directions/information, locks/unlocks classroom doors, and performs other related duties as assigned. Issues parking violations and enforces the college’s parking procedures. Observes and reports unsafe equipment or areas on the campus. Assists in communication/control center, monitoring CCTV, alarm systems, access control, taking students ID cards, and assist with all other dispatch/communication duties as needed.

Additional Duties for Police Authority Officers:
Police Authority Officers may also assist law enforcement officers in the performance of their legal duties, including the investigation and apprehension of suspects in criminal matters. Performs other work related duties as requested.

Education/Skills Required:
Campus Safety Officer-
High school or equivalent required. College credits in Criminal Justice or related study preferred.

Police Authority Officer-
Previous graduation from an accredited Police Training Academy or a P.A. 330 accredited academy, and received a Police Officer training program, including receiving instruction on Use of Force policy. Bachelor degree in criminal justice or related field preferred.

Experience:
Campus Safety Officer -
Two (2) years’ security related experience. Three years employment with emphasis on interaction with the public may be considered.

Police Authority Officer-
Previous Law Enforcement experience with a MCOLES Police Agency or equivalent experience with a P.A. 330 certified Police Agency. Ten (10) years of previous corporate security experience and an associate degree in Criminal Justice may be considered.

Other:
Successful candidates must have demonstrated ability to communicate effectively, both orally and in writing. Must possess and maintain a valid Michigan’s driver license. Applicants are subject to a background check for criminal convictions and a drug/alcohol dependency test (medical) as a condition of employment.

Additional Requirements for Police Authority Officer Only:
Possession or ability to obtain a CCW license and previous firearms certifications is preferred.

Please reference this staffing number on all documents: E001-14

EQUAL OPPORTUNITY EMPLOYER

Mail Resume to: Wayne County Community College District,
Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226
Or e-mail your resumes to: jobs@wcccd.edu

Statement of Compliance

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1995).

Notice of Non Discrimination Policy
Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College’s Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.