

PURDUE UNIVERSITY CALUMET POSITION VACANCY NOTICE

DATE: August 14, 2009

JOB TITLE: Police Officer VII

DEPARTMENT: University Police

THIS POSTING REPRESENTS THREE (3) VACANCIES:

Position serves as a police officer in the University Police Department maintaining safety and security of students, staff and University property through vehicular and foot patrols. Enforces Federal, State, and local laws, as well as University regulations within the University jurisdiction. Protects life and property, preserves the peace, and prevents and detects criminal activity. Conducts periodic building inspections for safety and security. Provide reports on campus deviations that affect the aesthetics, safety or security of buildings and grounds. Conduct preliminary investigations, follow up and prepare supplementary reports about crimes or aberrant campus behavior. Provide testimony in court relevant to any arrest and act as a professional witness to specific on-view conduct that results in a criminal or civil judicial contest. Provide escorts, assist motorist, make emergency notifications when necessary and provide safety counseling and information. Ensure that established collaborative partnerships remain intact and assist external law enforcement agencies when authorized and required. Duties are performed in a team environment with a primary focus on community oriented policing concepts and dedicated to quality customer service. Work hours may vary and overtime is necessary. This position is subject to 24-hour call back for emergencies and may be required to carry a pager.

Required:

- High School diploma/GED
- Two years of previous Law Enforcement experience
- Must be at least 21 years of age
- Must possess a valid police officer's certification from the Indiana Law Enforcement Academy or comparable certification from another state
- Possess a valid driver's license
- No felony convictions or convictions for domestic abuse, weapons violations, illegal substance possession, substance possession, alcohol or substance use while operating a motor vehicle or water craft
- Must have strong verbal and written communication skills and have a good working knowledge of constitutional law and criminal and traffic codes, University rules and regulations and department policies and procedures.
- Must be able to adapt or react to unusual conditions and work under pressure
- Must have the ability to handle and react to job hazards and working conditions associated with police work
- Must be physically and mentally capable of performing all duties required of a police officer
- Must be able to work in a team environment with a focus on community oriented policing and dedicated to quality customer service

- Must complete and pass a medical exam upon hire to determine physical, emotional and mental fitness as determined by a medical physician
- Must be able to lift, pull, push and carry up to 60 lbs
- Must be able to work in extreme weather conditions
- Working hours may vary and overtime is necessary

ADDITIONAL INFORMATION

To apply please visit www.calumet.purdue.edu/hr/employment

Hiring Pay Rate: \$21.30 plus .25 shift differential

Schedule: Rotating

Review of resumes begins immediately and continues until position is filled with a preferred online application date of September 4, 2009.

FLSA/Benefits:

Non-Exempt: (Eligible for Overtime)

Retirement Eligibility: Employer Contributions to PERF Immediately

A check of criminal conviction records will be made for employment in this position.

Purdue University Calumet is an Equal Access/Equal Opportunity/Affirmative Action Employer fully Committed to a Diverse Workplace.