


# CAMPUS POLICE OFFICER

## ABOUT NAVARRO COLLEGE:

Navarro College is a two-year, accredited, state-supported community college and is home to four unique campuses. Our main campus is nestled in the historic town of Corsicana, Texas, with branches located in Waxahachie, Midlothian, Mexia and Online.

We are seeking individuals who strive for excellence, value, creativity and innovation, are looking for a joyful workplace, are respectful toward others, are team players and have integrity.

We consider applicants for all positions without regard to race, color, national origin, age, religion, gender, marital, or veteran status, the presence of a medical condition, disability, or any other legally protected status. According to state law, if you are related to any member of the Board of Trustees, your application for employment cannot be considered. If you are related to any member of the Faculty or staff at Navarro College, you will not be permitted to work under the supervision of or in the same department as any relative of your family or their spouse's family.

Category: Support Staff  RSS  
Department: Campus Police Department  
Locations: Corsicana, TX  
Posted: Nov 23, 2020  
Closes: Open Until Filled  
Type: Full-time



## JOB DESCRIPTION:

### POSITION PURPOSE:

Under the supervision of the Chief or other supervisory officer, and in cooperation with municipal, county and State law enforcement officers, the Campus Police Officer is

responsible for providing foot and vehicular security patrol and surveillance of the Navarro College Campus or a portion thereof.

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Provides foot and vehicular police patrol and surveillance
- Takes measures necessary to safeguard the lives and property of all members of the College community and visitors to the campus
- Investigates criminal, civil, and other complaints including motor vehicle violations committed by or against the College and community and observes established regulations and policies in such work
- Enforces traffic and parking regulations on campus and cooperates with and assists municipal, county and State police in traffic control as required
- Provides general assistance to all persons on the campus, including information regarding campus locations, special events, campus regulations, provisions of the law and other matters
- Helps to maintain order at places where people gather in numbers
- Checks the conditions of buildings and takes steps to protect them from damage and theft
- Takes needed action as to suspicious persons and conditions and reports significant actions, occurrences and events
- Makes investigations of complaints involving misconduct, suspicious behavior, illegal activities, improper conditions and other matters within the field of police operations
- Ensure that Fire/EMS first responders are contacted and swiftly directed to the scene in case of accidents and/or medical assist calls
- Apprehends, warns and/or takes into custody violators of the law
- Prepares clear, accurate and informative reports of significant activities and conditions
- Scheduled working hours will include night and/or swing shifts, weekends and holidays as required
- Performs other related duties as assigned by a supervisor

#### **REQUIREMENTS:**

#### **POSITION QUALIFICATIONS:**

### **Required**

- Graduation from high school or vocational school or possession of approved high school equivalent certificate.
- Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE) must be in good standing.
- Driver's license valid in the State of Texas and in good standing (no more than 2 traffic citations within any 3 year period to ensure insurability for operating NCDPS patrol vehicles and other College-owned vehicles)

### **Preferred**

- Two years of college
- Two years' experience in law enforcement

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Bi-Annual completion of 40 hours of Texas Peace Officer in-service training
- Considerable knowledge of the proper police procedures to be used in the dealing with people and safeguarding buildings and property
- Ability to acquire a considerable knowledge of all campus locations, including doors, switches, heating plants and fire and safety equipment as well as department locations and the time and place of regular and special meetings and events
- Ability to comprehend, analyze, interpret and apply to specific situations, the laws, local ordinances and campus police rules and regulations
- Ability to maintain essential campus police records and to write clear, accurate and comprehensive police reports
- Ability to recognize and report situations and conditions that are potentially dangerous
- Wide knowledge of the problems involved in following prescribed procedures embodied in police rules and regulations
- Basic knowledge of maintaining order in the buildings and on campus ground and areas among visitors and in controlling and regulating vehicular traffic to assure safety, a reasonable rapid movement to traffic and a minimum of interference
- Ability to work harmoniously with associates, superior officers, campus visitors, students, faculty, staff and others
- Must be able to work nights and weekends

- Preference given to candidates with 2+ years active full-time police patrol experience

#### **WORKING CONDITIONS:**

- Variances from regular working hours may be necessary to fulfill the responsibilities of the position.
- Busy working environment with numerous interruptions.

### **ADDITIONAL INFORMATION:**

**REPORTS TO:** Navarro College Chief of Police

**SALARY:** Commensurate with Education and Experience (This is a 12 month position to be paid over 12 months annually). Additional wages with each year of experience.

#### **FRINGE BENEFITS:**

Navarro College pays 100% of the health insurance premium for the employee and 50% for eligible dependents (spouse and children under the age of 26). Navarro College participates in the State of Texas insurance program where our employees are eligible for health insurance benefits on the first of the month following sixty (60) days of full time employment.

Other optional coverages are available immediately upon employment, including dental, vision, optional term life insurance, voluntary accidental death and dismemberment insurance, dependent term life insurance, short and long term disability, and TexFlex dependent care and health care reimbursement accounts.

Navarro College also participates in the Texas Teacher Retirement System (TRS) with 7.7% employee contribution and 6.8% employer contribution, and Optional Retirement Program (ORP) with 6.65% employee contribution and 6.6% employer contribution. These options are available upon full-time employment. Full-time employees also have the option of joining the Navarro College Retirement Plan after one year of service with 5% employee contribution and 8% employer contribution.

Full-time employees may apply for tuition reimbursement through Navarro College's Educational Assistance Program.

Navarro College also has a generous leave plan where employees accrue 6.67 hours of vacation time and 8 hours of sick leave per month. Vacation accrual increases with tenure. The college also recognizes most major holidays, including Thanksgiving (3 days), Christmas break (varies, but normally 10 days), and Spring Break (5 days). During these times, all departments are closed.

## **APPLICATION INSTRUCTIONS:**

Interested applicants should go [www.navarrocollege.edu](http://www.navarrocollege.edu) Please note that you will be required to submit all requested documents in order to complete the application process.

### **PLEASE BE ADVISED:**

It is the sole responsibility of the applicant to ensure that all application materials are received by the deadline date, if date is provided. All materials included in your application packet (1) become Navarro College District property, (2) will not be returned, and (3) will be considered for this opening only.

Initial Interview travel costs will be assumed by the applicant (if warranted).