

Campus Police Sergeant (night shift)

Summary: This full-time, night-shift position (40 hours per week) is responsible for directing and leading Police Officers. The Sergeant is a working supervisor who also performs the full scope of officer responsibilities. The Sergeant ensures all shift duties are completed in accordance with Department goals and policies by providing clear and respectful direction to the team. This position reports to the Chief of Police. In the absence of the Chief of Police, the Sergeant is the on-duty administrator for matters requiring administrative action. **Must possess a current North Carolina BLET certification** and be a licensed driver with a clean driving record to be considered. *This position is non-exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay for additional hours worked.*

Application Process

After thoroughly reviewing **Essential Duties and Responsibilities** for this position, and **Experience, Knowledge and Skills Required**, qualified candidates should submit via email to hr@queens.edu the following:

- (1) a letter of interest that speaks to qualifications and interest in this position,
- (2) current resume

Be sure to include “**REF: SGT-Police**” and **YOUR NAME** in your email **subject line**.

(**Example:** REF: SGT-Police Robin Smith)

Essential Duties and Responsibilities:

- Responsible for own work and the performance of personnel working under their direction.
- Directs and coordinates the duties of police officers, security officers, communications officers. Initiates and coordinates response to all emergency calls including potentially violent or life-threatening situations. Responds to unusual or difficult calls to assist, intervene and defuse crisis situations in a non-violent manner if possible. Coordinates immediate and temporary medical aid to injured or ill persons in emergency situations and responds to fire alarms and burglar alarms. Oversees investigation of incidents, crimes and accidents, minor and serious. Approves and writes reports for all incidents and situations. Carries a pager and/or University-issued cell phone on- and off-duty.
- Coordinates and performs a variety of duties while patrolling assigned areas on foot or in a vehicle, to protect lives and property of students, employees and visitors, and maintain peace. Uses appropriate and various levels of force to protect and maintain a safe environment. Provides safety escorts to the campus community and participates in other assignments using the Community Oriented policing philosophy.
- Builds a rapport with the students and employees, allowing them to have a sense of safety and security on campus. Maintains complete understanding of and ensures personnel under supervision follow the Department's Policies and Standard Operating Procedures, North Carolina General Statutes, laws of arrest, search and seizure, evidence collection/processing and criminal procedure.
- Enforces State laws, City Ordinances, University rules and regulations. Ensures personnel follow University and Departmental Standard Operating Procedures, North Carolina General Statutes, laws of arrest, search and seizure, evidence collection and processing.
- Knowledge and ability to follow North Carolina General Statutes, Charlotte Mecklenburg City Ordinances, Queens University Human Resource Policies and Departmental Policy and Procedures.

- Investigates traffic accidents, checks vehicles for registration violations, issues campus parking tickets and writes timely, thorough and accurate reports as necessary.
- Provides training oversight to new personnel, evaluates and reports performance of all personnel as directed by policy. Performs inspection of patrol vehicle before each shift, checks out departmentally-issued equipment and other items necessary for tour of duty, reports maintenance problems or other departmental equipment misuse. Reviews and approves paperwork to ensure accuracy and timeliness.
- Attends law enforcement and other specialized training to gain knowledge and maintain law enforcement certification. Supervises and works special assignments, such as VIP visits, special events, Move-in, Graduation, etc.
- Collects evidence, prepares and presents testimony in criminal, traffic, judicial hearings and grand jury.
- Inspects campus to detect safety hazards, equipment malfunctions, checks doors, other unusual occurrences. Maintains radio contact with Campus Police Office and other personnel.

AUTHORITY/ACCOUNTABILITY

- Works under indirect supervision. Reports to the Chief of Police.
- Ensures all actions taken by shift personnel are in accordance with: The United States Constitution, Federal statutory law as it relates to law enforcement, North Carolina General Statutes, Queens University policies and procedures as outlined in the Human Resources Policy and Procedures and Employee Handbook, Queens University policies and procedures as outlined in the Student Handbook, Queens University Police Department written policies, procedures and directives as outlined, Department Standard Operating Procedures Manual, published directives, and unwritten procedures traditionally practiced.
- Responsible for maintaining Department's Community Oriented Policing efforts.
- Modifies assignments and schedules as necessary to provide adequate coverage.
- Provides input in budget development as requested.
- Assists/provides input with personnel management as necessary.
- Work requires contact with Departmental and University staff, students, faculty, visitors, and alumni.

Experience, Knowledge and Skills Required:

- Basic Law Enforcement Training (BLET) certification required
- Law enforcement or security experience, preferably in a higher education setting
- Effective and diplomatic communication skills (verbal and written) to interact in a courteous and professional manner with the students, faculty, staff, visitors, public, representatives of the legal system, Campus Police personnel
- Knowledge and ability to follow North Carolina General Statutes, Queens University policies and procedures as outlined in the Employee Handbook and Queens University Student Handbook and Queens University Police Department Policies and Procedures and knowledge of laws relating to: the rights of suspects, search and seizure, maintaining the chain of evidence and arrest authority.
- Ability to prepare thorough and accurate written reports of activities and incidents with accuracy and attention to detail
- Ability to act and direct the actions of others quickly and make intelligent decisions in emergency situations
- Ability to maintain and apply considerable working knowledge of modern policing principles
- Ability to quickly learn and apply new information
- Familiarity with Title IX, Clery Act, VAWA, Campus SaVE Act

- Must be willing and able to work twelve-hour rotating shifts (first, second or third), as well as holidays, weekends and during adverse weather or emergency conditions.
- Pass any required drug tests and remain drug free, pass physical and psychological exam, absolutely no criminal history
- Familiarity with Report Exec; Blackboard (card access), KABA, and/or DCI (background check software) preferred (or similar software)
- Knowledge of methods, procedures and practices used in the investigation and interrogation of complaints and alleged violations.
- Knowledge of emergency response procedures, principles and techniques.
- Knowledge of use of force continuum.
- Ability to detect criminal activity, investigate crimes, collect legal evidence, prepare cases for court and testify.
- Ability to write detailed accurate reports and use a computer.
- Ability to supervise, direct, delegate, make logical decisions and coordinate special events/assignments on a needed basis.
- Ability to act calmly, quickly and effectively in emergency situations, administer first aid, follow safety procedures and operate equipment, such as vehicles, weapons, radios, etc.
- Skill in the use of firearms and other equipment in enforcement and investigative activities.
- Skill in providing protective services, building security and locking procedures and in basic Hazardous Materials Identification.
- High school diploma required, Bachelor's degree preferred, or equivalent combination of education and experience

Campus Police Officers are considered essential personnel at Queens. In the event of extraordinary situations, the University may suspend normal operations and classes in whole or part. In such instances, all essential personnel must fulfill their duties, including (1) ensure the continuation of critical University operations; (2) attend to the needs of students and other members of the University community; and (3) protect the University's assets. Essential personnel will be notified by the University announcements and by their respective department head of their activation, and they must report to work as soon as feasible (or remain on duty if already on campus). Essential personnel must remain on duty as instructed to ensure the uninterrupted delivery of essential services, unless directed or permitted to do otherwise by their department head.

Non-Essential Duties:

- Assist in coordination and patrol of special events/sporting events.
- Other duties and special projects may be assigned to meet department and university needs.

Physical Requirements (with or without reasonable accommodation)

- Will be required to work rotating night shifts of twelve hours, during holidays, weekends, overtime and in adverse weather conditions.
- May be required to exert extreme physical effort in subduing an arrestee, restraining individuals, performing a rescue operation, or activity.
- May be required to stand on foot post for long periods of time.
- May be required to run/sprint distances.

- Must be able to perform the following physical activities: stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions, run/sprint distances, climb stairs/ladders and other physical activity as necessary in emergency situations.
- Must be able to correctly and effectively use a variety of law enforcement machines, instruments, and tools including: radios, computers, automobiles, emergency and investigative equipment, etc.
- Must have vision correctable to 20/20.
- Must be able to meet the color vision requirements listed by the North Carolina Training and Standards Commission.
- May be exposed to hazardous materials, chemicals, explosions or loud noises.
- May be required to drive Departmental vehicle for long periods of time.
- Will be required to complete A.S.P. baton, Capstun, First Aid, CPR, AED operation, Firearms Proficiency certification courses.
- Visual Abilities: Read reports, create presentations and use a computer system – 50-75% of the time.
- Hearing: Hear well enough to communicate with co-workers, vendors and students – 75-100% of the time.
- Dexterity, Grasping, Feeling: Write, type and use the telephone, copier, and computer systems – 75-100% of the time.
- Mobility: Patrol campus grounds on foot and in patrol car or golf cart, move between departments and attend meetings across campus, Open files and operate office machines; – 75-100% of the time.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- Lifting, Pulling, Pushing: Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in outdoors and in an office environment, involving contact with students, faculty, staff, parents, visitors, service providers and vendors.
- Work can be extremely stressful at times and requires unwavering ability to maintain composure and think clearly at all times.
- Must be willing to work night shift, weekends and holidays to accomplish department goals.

The above description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.