**EVERGREEN STATE COLLEGE POLICE SERVICES**

**CAMPUS POLICE OFFICER**

**All interested persons must apply at the college’s website below and also pass the requirements of Public Safety Testing** [**www.publicsafetytesting.com**](http://www.publicsafetytesting.com) **to be considered.**

[**https://evergreen.peopleadmin.com/postings/1744**](https://evergreen.peopleadmin.com/postings/1744)

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| **Position Title** | Campus Police Officer (Pool) |
| **Working Title** |  |
| **Location** | Olympia |
| **EEO Statement** | All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, or veteran status. |
| **Union Represented** | Yes |
| **Overtime Eligible** | Yes |
| **Monthly FTE** | 1.0 |
| **Salary Step (minimum monthly amount)** | $4,669.00 |
| **Salary Step (maximum monthly amount)** | $6,279.00 |
| **Cyclic Position** | No |
| **Cyclic Details** |  |
| **Project Position** | No |
| **End Date** |  |
| **Special Note** | This posting is to establish a pool of applicants to fill vacant Campus Police Officer positions as they occur.  These are full-time over-time eligible positions that may be filled at the entry or lateral level.  The Evergreen State College will consider Entry level applicants who have successfully completed the following two steps (in either order): • Submit an online application for employment via this posting; and • Pass Public Safety Testing tests within the past 12 months. Testing information is available at [www.PublicSafetyTesting.com](http://www.PublicSafetyTesting.com)  Once both of these steps have been completed (in either order) and a position is vacant, a list of eligible applicants will be sent to the search committee. The remainder of the recruitment process includes: oral board interview; reference checking; conditional offer of employment; background investigation; polygraph; psychological evaluation; and medical examination.  Lateral applicants do not need to test with Public Safety Testing.  Applications will expire after twelve months. Instructions on how to reactivate an application will be sent at time of expiration. |
| **Position Purpose** | Under the general supervision of the Campus Police Sergeant, Campus Police Officers performs traditional law enforcement, peacekeeping and public service duties in accordance with Federal, State and College statutes and regulations; and are responsible for prevention of crime, apprehension of criminals and general enforcement of laws and ordinances. |
| **Nature and Scope** | The nature of police work requires that each Campus Police Officer possess the ability to expertly perform all of the tasks required to deal with the worst-case scenario. At any given time, a routine task being performed by a Campus Police Officer may suddenly become a violent confrontation. All skills, training and physical capabilities may be called upon instantaneously. Furthermore, Campus Police Officers are required to be a generalist with respect to their daily duties. The inability to perform even the most routine task conflicts with the public perception of what they can expect when they call for a uniformed Campus Police Officer. Campus Police Officers must have the ability to act decisively and without direct supervision in varying situations, including situations involving an element of personal danger.  Police Services is a 24/7 operation, requiring that Campus Police Officers be available to work day, evening and graveyard shifts, weekends and holidays and during emergency response situations. The current work schedule provides that the Campus Police Officer works five days on followed by four days off. |
| **Essential Functions** | • Serve as liaison to community constituents with an emphasis on staff and residents of campus housing. • Perform Campus Police Officer duties in accordance with professional standards and in compliance with Police Services standard operating procedures and department guidelines, applicable state and federal laws, and local ordinances. • Maintain proficiency or expertise in federal and state, institution and department policies, rules and regulations. • Provide protection for persons and property on campus, which includes enforcement of federal, state laws and campus rules and regulations. • Gather and secure evidence, protect crime scenes, investigate crimes, interview witnesses, suspects and other involved parties, make arrests and issue infractions and citations. • Perform patrol functions by foot, bicycle and vehicle to prevent and detect criminal activity; investigate complaints of disturbance, accidents, stolen property, or criminal activity. • Provide emergency and non-emergency assistance to local law enforcement agencies on and off campus. • Document and write complete and accurate case and investigative reports on incidents responded to, describing detailed information and action taken. • Operate police radios and paging system. • Monitor alarms for fire, intrusion, and other related security need. • Secure and unlock buildings and areas within. • Provide escorts on campus for personal safety and security. • Provide security for campus special events, social and sports events. • Enforce pet policy and perform animal control functions as necessary. • Maintain proficiency in Use of Force skills. • Complete department-required training. • Participate on committee, in meetings and represent the department as required. • Attend staff meetings. |
| **Additional Duties** | • Provide parking/traffic assists including: directing traffic, jump-starts, vehicle entry and vehicle impounds (towing and booting equipment). • Provide unlocks or access for students, staff and faculty as is required by existing policy. • Operate telephone switchboard by providing backup support for emergency communications operations. |
| **Knowledge Skills and Abilities** | • Excellent public relations skills. • Skill and ability to establish and maintain effective working relationships with diverse constituents (i.e., students and other campus community members, the public, law enforcement officials and other employees), including knowledge and understanding of the policing, safety issues and concerns of the diverse cultures represented on campus, such as young adults, women, people of color, gay, lesbian, bisexual, transgender people and persons with disabilities. • Ability to work with campus community to create a sense of ownership and partnership in their mutual safety and security. • Knowledge of federal and state laws and the ability to learn and enforce college policies and procedures. • Ability to perceive campus policing as a law enforcement and educational process. • Ability to act decisively and without direct supervision in varying situations, including situations involving an element of personal danger. • Ability to direct and/or effectively interact with others under emergency, unpredictable, unusual, stressful and/or dangerous conditions. • Strong skill and ability to plan, organize, and coordinate competing and multiple functions and responsibilities. • Ability and skill in responding to complaints, settling disputes, resolving grievances and conflicts, and/or negotiating with others while performing policing duties. • Ability to use good judgment, and excellent reasoning and decision making skills to get information from all relevant sources, to form general conclusions about events and/or seemingly unrelated issues, and to identify alternative solutions, conclusions, and approaches to issues or problems. • Strong oral, written, and interpersonal communication skills, including the ability to communicate information and ideas so that others will understand. • Skill and ability in writing timely and accurate case and investigative reports. • Knowledge of and ability to use specialized police equipment, techniques and instruments, including firearms. • Ability to safely operate motorized vehicles. • Skill and ability to know when to assume command, recognize dangerous and stressful situations, and when to take proper corrective action. • Ability to work alone and collaboratively as a member of a team. • Ability to apply common sense discretion when performing peacekeeping and law enforcement functions. • Ability to be honest and truthful in carrying out the responsibilities of the position. • Ability to comprehend and apply complex policies and procedures. • Commitment to and support of the department strategic plan, mission, goals and objectives. • Commitment to facilitate the practice of the Community Oriented Policing (COP’s) philosophy as a way of doing business in Police Services. • Ability to maintain a degree of fitness that allows participation in stressful, physically demanding, and/or confrontational situations (e.g., ability to stand and/or walk for long periods without breaks and in various weather conditions, ability to lift and/or push heavy objects, basic motor skills sufficient to perform essential duties, ability to remain aware and alert while performing duties, ability to maintain surveillance and/or stakeouts, vision correctable to 20/20, hearing within normal tolerances or correctable). • Skill and ability to use general office equipment, including computers and related software. • Ability to work varying shifts / schedules. |
| **Minimum Qualifications** |  |
| **Desired Qualifications** |  |
| **Conditions of Employment** | • Provide proof of identity and employment eligibility within three days of beginning work. • This position is assigned to part of the college that is covered by a union shop provision and a collective bargaining agreement. Employees are required to pay an amount equal to the fees or dues required to be a member of the union to the Washington Federation of State Employees within thirty days of their date of hire. • Possession of a valid driver’s license. • Have no felony convictions. • If extended a conditional offer of employment, submit to and successfully pass a background check, polygraph test, psychological evaluation, and medical examination. • Have the ability to work day, evening and graveyard shifts, weekends, holidays and during emergency situations, and overtime as needed. |
| **Benefits** | A full state benefits package which includes: paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen’s excellent employee benefits, please view <http://www.evergreen.edu/payroll/benefits.htm> |

**Posting Detail Information**

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| **Posting Number** | S2017-021 |
| **Number of Vacancies** | 1 |
| **Open Date** | 03/07/2017 |
| **Close Date** |  |
| **Special Instructions to Applicants** | This posting is to establish a pool of applicants to fill vacant Campus Police Officer positions as they occur.  IMPORTANT: The Evergreen State College will consider Entry level applicants who have successfully completed the following two steps (in either order): • Submit an online application for employment via this posting; and • Pass Public Safety Testing tests within the past 12 months. Testing information is available at [www.PublicSafetyTesting.com](http://www.PublicSafetyTesting.com)  Lateral applicants do not need to test with Public Safety Testing.  See the Special Note section below for complete details. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Desired Qualification #1: Select one of the options provided. This information will be used to determine if you are an Entry level or Lateral applicant.
   * I am currently employed as a peace officer in Washington State (Lateral).
   * I am currently employed as a peace officer outside of Washington State (Lateral).
   * I am not currently employed anywhere as a peace officer but I have successfully completed basic law enforcement training and am eligible to meet the minimum standard for certification as set forth in RCW 43.101.200 (Lateral).
   * I have not successfully completed basic law enforcement training (Entry).
2. \* Knowledge, Skill, and Ability #1: Describe your knowledge of federal and state laws as they relate to this position and your ability to learn and enforce college policies and procedures.

(Open Ended Question)

1. \* Knowledge, Skill, and Ability #2: Describe your ability to perceive campus policing as a law enforcement and educational process.

(Open Ended Question)

1. \* Knowledge, Skill, and Ability #3: Describe your skill and ability to establish and maintain effective working relationships with diverse constituents including knowledge and understanding of the policing, safety issues and concerns of the diverse cultures represented on campus.

(Open Ended Question)

1. \* Knowledge, Skill, and Ability #4: Describe your ability to direct and/or effectively interact with others under emergency, unpredictable, unusual, stressful and/or dangerous conditions.

(Open Ended Question)

**Documents Needed To Apply**

**Required Documents**

1. Cover Letter
2. Resume

**Optional Documents**