



Police Officer- Public Safety

Full Time / Bi-weekly / Non-Exempt

REPORTS TO

Director/ Chief of Police- Public Safety.

DEPARTMENT

SNU Department of Public Safety (DPS)

EFFECTIVE DATE:

May 2, 2022

JOB SUMMARY

Police Officers are under the general supervision of the SNU Director/ Chief of Police or his designee. The demands of an SNU Police Officer's job are unique to higher education, and the role entails being the first line of active shooter response, first-aid or medical care, fire response, handling criminal cases, weather-related emergency response, crowd control, traffic enforcement, working athletic and campus/student-led events, etc. These responsibilities range from everyday practicalities to extreme emergencies requiring an immediate response. For this reason, SNU Police Officers must be flexible and able to adapt easily to a variety of situations.

In addition to enforcing federal, state, and local laws, SNU Police Officers will work closely with Student Life to help enforce campus regulations. Officers are expected to take on a proactive, leading role in community policing while serving and protecting the campus community, visitors, and property.

RESPONSIBILITIES

Essential Functions:

- Provide protection for persons and property on campus, which includes enforcement of federal, state, local laws and campus rules and regulations.
- Serve as liaison to the campus community with an emphasis on staff and residents of campus housing.
- Gather and secure evidence, protect crime scenes, investigate crimes, interview witnesses, suspects, and other involved parties, make arrests under direction from the Chief of Police. Issue infractions and citations, and create timely, accurate, and complete investigative reports and case files.



- Perform patrol functions to prevent and detect criminal activity; investigate complaints of disturbance, accidents, stolen property, or criminal activity.
- Document and write complete and accurate case reports on all incidents responded to, describing detailed information and action taken.
- Operate police radios and paging systems. Monitor alarms for fire, intrusion, and other related security needs.
- Secure and unlock buildings and campus grounds.
- Provide escorts on campus for personal safety and security.
- Provide security for athletic and special events.
- Attend staff and training meetings.
- Respond to complaints, settle disputes, resolve grievances and conflicts.
- 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.
- Assume command, when necessary, recognize dangerous and stressful situations, and take proper corrective action.
- Apply common sense discretion when performing peacekeeping and law enforcement functions.
- Be honest and truthful in carrying out the responsibilities of the position.
- Work alongside Student Life and Maintenance to provide needed assistance for all students.

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ-centered community.
- An understanding of the importance of diversity, inclusion, and equity
- 2 years prior law enforcement experience with a law enforcement department of similar sizes.
- Current Full-time CLEET Certification or the ability to obtain CLEET Certification through reciprocity or through certification renewal.
- Prior experience as an FTO and or CLEET Certified Instructor is highly desirable.
- Personal health and fitness level that will allow for significant time periods of walking, standing, running, and/or stair climbing, lifting or moving moderately weighted items, and possible physical contact with other individuals as it would relate to security or law enforcement duties
- Proven leadership and organizational skills
- Excellent interpersonal relationship skills



- Good written or oral communication abilities as they pertain to interpersonal relationships as well as providing directives to others, incident and crime reporting, etc.
- Proficiency with technology that could be related to email, word processing, utilizing video surveillance systems, processing parking violations and citations, etc.
- Must pass a background investigation to include contact with previous law enforcement agencies.
- Post offer must be deemed “suitable” for law enforcement service through the use of a law enforcement psychological examination.

Supervision Received:

Receives supervision and work assignments from Lead Police Officer/ Sergeant.

Supervision Exercised:

May supervise non-sworn staff on special occasions.

Availability:

- Volunteer, Part-time, minimum 10 hours per month
- Primarily working evenings, weekends, and holidays.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God’s love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**



Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual



Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).