

CENTRAL TECHNOLOGY CENTER, DISTRICT NO. 3

SAPULPA CAMPUS

JOB DESCRIPTION

- POSITION:** Campus Police Officer - Sapulpa campus
- RESPONSIBLE TO:** Campus Director and Chief of Police
- PERSONNEL CLASSIFICATION:** Support Personnel, 12-month/Non-certified/Non-exempt
- QUALIFICATIONS:** High School Diploma or GED
At least 3 continuous years of full time experience as a CLEET certified law enforcement officer.
Must possess and maintain a valid Oklahoma driver's license.
- SKILLS:**
- A. Must have up-to-date firearms training certification.
 - B. Certified in first aid and CPR
 - C. Qualified to operate a police vehicle
 - D. Possess excellent communication and personal skills.
- DEPENDABILITY:** Regular attendance, following a designated work schedule.
Must be able to work 8:00 a.m. - 4:30 p.m. five days a week, 45 minute lunch.
Must be able to work extended hours if required.
- PHYSICAL STANDARDS:** Must have the ability to freely move about the campus.
Must have the ability to be on your feet for long periods of time.
Must be able to lift 50 lbs. of weight to height of 3 ft.
Must be able to work in outside weather conditions.
Must be able to operate a motorized vehicle.
Must have the ability to read and comprehend written information and documents.
Must have the ability to meet and confer with individuals and groups concerning a variety of subjects, including confidential information.
Must have the ability to process paperwork effectively.
Must have the ability to utilize a firearm in a safe and secure manner.
- EMOTIONAL EFFORT:** Rigorous. Must have the ability to work under stress and use positive interpersonal skills. Must deal with the public, students, and staff members to insure security of the campus.
- PRIMARY FUNCTION:** Enforce Federal, State, and City laws on all Central Tech property.
Provide campus security for the protection of all students, staff and property.

**ESSENTIAL JOB
FUNCTIONS:**

1. Maintain daily schedule and patrol the district's buildings and grounds to prevent inappropriate acts, theft, vandalism, illegal entry, fire, etc.
2. Conduct inspections of campus buildings and parking lots, inspecting doors, windows, gates to determine that they are secure.
3. Review security cameras and security recordings as needed.
4. Supervise parking lots, bus loading and unloading and campus traffic. Greet public when entering parking lots and/or buildings and help in providing information and directions.
5. Confront unauthorized persons to determine their purpose on campus, detain them or call Sapulpa police for assistance if needed, or notify director for possible action.
6. Sound fire signals to alert fire department or school personnel in the event of fire. Assist with evacuation and drills for emergencies with the "Standard Response Protocol" system.
7. Report any unusual conditions or malfunctioning of heating/plumbing or electrical systems.
8. Patrol school grounds to detect unauthorized persons or vehicles. Check cars for parking authorization to determine if vehicles are parked in restricted areas. Check exterior lighting and emergency access routes.
9. Make written reports of security violations. Maintain a daily activity log.
10. Patrol hallways and break areas as identified by administration.
11. Provide assistance to students and/or public.
12. Assist staff as directed with security situations and/or events.
13. Perform as a professional, exhibiting excellent public relations at all times.
14. Maintain excellent relationships with local police and fire departments.
15. Review all school policies for students and staff to know the rules to enforce. Make recommendations as needed for policy changes.
16. Perform other duties as assigned.