

Bacone Campus Police Department

Job Type: Campus Police Officer

Job Status: Part-time (Hours Vary)

Salary: \$15.00 hour

General Statement of Duties:

The Campus Police Officer is responsible for patrolling and securing the Bacone College Campus. The incumbent will enforce laws and ordinances as well as Bacone College policies and procedures. Their duties shall include but are not limited to: regulating traffic, crowd control, prevention patrols, citations and arrests as required by State Code.

Essential Duties and Responsibilities:

Provide for public safety by maintaining order, promoting good community relations, responding to emergencies, protecting people and property, enforcing Bacone College policies and procedures, motor vehicle, and criminal laws.

Record facts to prepare reports that document incidents and activities.

Monitor, note, report and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.

Identify, pursue, and arrest suspects and perpetrators of criminal acts.

Patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.

Render aid to accident victims and other persons requiring first aid for physical injuries.

Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.

Testify in court to present evidence or act as witness in traffic and criminal cases.

Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.

Skills and Abilities:

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Complex problem solving skills and excellent oral and written communication skills.

Ability to operate computer and telecommunication systems.
Experience in handling complaints, settling disputes, and resolving grievances and conflicts, as well as, use of relevant information.

Education and/or Experience:

CLEET Certification (Full Time/Reserve)

Clear driving record and current driver's license required.

To Apply:

Please submit a letter of application/résumé to the Human Resources Office. For more information, please contact Human Resources humanresources@bacone.edu or Chief Brad Beesley at 918-781-7200 (beesleyb@bacone.edu).

Bacone is a private four-year college with a mission to provide opportunities to American Indian students and employees.