

**Position Summary:**

Provide protection for the lives and property of the campus community. Learn more about the OCU Police Department [here](#).

**Education/Experience:**

High School Diploma or G.E.D. is required. Two (2) years of college is preferred.

Current CLEET certification as police officer is required.

Three (3) years of successful, related work experience is required. Two (2) years of experience in police or campus law enforcement is preferred.

**Essential Functions:**

- Demonstrate an attitude and behavior that reflects the values and mission of the department and University.
- Enforce applicable state, local, federal laws and campus policies.
- Conduct foot and mobile patrols of the campus, facilities and vicinity.
- Enforce parking and other university regulations; Respond to reports of criminal activity and accidents; write reports.
- Attend departmental training, as requested or required.
- Conduct roof-top or other surveillance, as needed.
- Maintain accurate activity log; write & submit comprehensive reports.
- Provide emergency assistance during natural emergencies, fires, accidents, and personal injuries.
- Orally communicate campus regulations, rules and policies to members of the campus community and others on campus.
- Coordinate, with dispatchers and other officers, field activity via hand-held radio, and to receive information from such sources via hand-held radio.
- Provide on-campus escorts for students on university properties and provide off-campus escorts for students to pre-arranged locations.
- Provide transport and escort services to university officials and visiting dignitaries.
- Perform routine basic maintenance to patrol units and other department equipment, as required.
- Motorist Assist with lost key entries, jump starts and flat tires.
- Provide dispatch or departmental support services, as requested.
- Work collaboratively with other officers, staff, supervisors, and guests.
- Work overtime or off-duty hours, if needed.
- Meet and maintain all standards and requirements for physical agility, strength and conditioning, and firearms, as required.
- Meet and maintain attendance requirements.
- Maintain a professional appearance and demeanor at all times.
- Other duties as assigned by Supervisors and/or Chief of Police.

**Knowledge/Skills/Abilities:**

- Pass a physical agility and reading comprehension and writing test.
- Must have a current driver's license and an excellent driving record.
- Must provide a comprehensive criminal background report and driving record.
- Excellent computer skills, with proficiency in MS Word, MS Outlook, MS Excel, and MS Access within a Windows XP / Windows 7 operating system.
- Excellent problem-solving abilities.
- Knowledge and ability to operate a firearm, as evidenced by;

- Ability to legally purchase and possess a handgun.
- Possessing certification as a police officer from the Council on Law Enforcement Education and Training.
- Successfully completing the OCUPD Pistol Course.
- Ability to understand and apply concepts presented in training programs and procedures manuals, as evidenced by;
  - Successful completion of all tests within training programs.
  - Application of such concepts in field work.

**Physical Demands:**

- Must be able to lift and carry equipment and supplies weighing up to 40 pounds or drag objects weighing more than 40 pounds.
- Must be able to bend, stoop, and reach.
- Manual dexterity to efficiently operate a computer keyboard and other business machines.
- Near vision sufficient to read written communications and computer display screens.
- Adequate hearing to communicate effectively in person and by phone.
- Must be able to drive in a vehicle, walk, or ride on a bicycle for long periods of time.
- Excellent writing skills without the use of auxiliary aids or services.
- Excellent oral communications skills, using the English language, without the use of auxiliary aids or services

**Working Conditions:**

- Work is primarily outdoors during all weather conditions.
- The Police Department functions 24 hours a day, 7 days a week, police officers are required to work either daytime, evening or night shifts, as scheduled.
- Weekend and holiday work is required.

**Compensation:**

Compensation is commensurate with education, experience and higher education industry standards. The anticipated full-time starting hourly rate will be \$17.50/hour. OCU offers a comprehensive health insurance program as well as numerous work/life benefits including:

- Tuition Remission for Employee and Dependents
- On-Campus Fitness Center Membership
- Wellness Time Available Each Week On Campus
- On-Campus Discounted Meals
- Extensive Time Off for Work/Life Balance
- Excellent Campus Environment
- Retirement Benefits

**Recruitment Process:**

The following summary includes each of the steps in the recruitment process for the position of Police Officer at Oklahoma City University.

Steps in the Application Process:

- Online Application
- Employment Assessment Board
- Background Investigation

- Physical Fitness Evaluation
- Verbal Aptitude Test
- Polygraph Examination

Steps Post-offer:

- Fingerprints
- Psychological Evaluation
- Physical
- Drug Screen

Questions should be directed to Lt. Michael Kavenius 208-5872, [mekavenius@okcu.edu](mailto:mekavenius@okcu.edu).

Please apply online at:

[http://okcu.silkroad.com/epostings/jobs/submit.cfm?fuseaction=dspjob&company\\_id=16211&version=2&jobid=700](http://okcu.silkroad.com/epostings/jobs/submit.cfm?fuseaction=dspjob&company_id=16211&version=2&jobid=700)