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# NORTH SHORE COMMUNITY COLLEGE

July 10, 2008

POSITION POSTING

FY'09-FT03

AN EQUAL OPPORTUNITY EMPLOYER

**POSITION OPENING:**

**Campus Police Officer III**

Grade 17, AFSCME Unit Position

Campus location and entering employee schedule may vary due to AFSCME Unit Contract shift bidding

**GENERAL STATEMENT OF DUTIES:**

To ensure and maintain a secure campus environment; provide protection and security of persons, facilities, and property; provide direct supervision of patrol officers; evaluate performance and recommend disciplinary action; perform administrative duties; patrol campus buildings and adjacent areas; enforces College and department policy, rules, regulations, and Massachusetts General Laws; provide emergency medical assistance; investigate crimes or other incidents; take appropriate legal action including making arrests when necessary; provide assistance to courts or grand juries in prosecution of cases; and perform related work as required.

The basic purpose of this work is to ensure and maintain a secure campus environment. This is a second-level supervisory position.

1. Supervise, assign work to and review the performance of law enforcement personnel.
2. Assume charge of police and security forces in the absence of superior officers; may also act as shift supervisor.
3. Plan and prepare work schedules.
4. Assist superior officers in the planning and preparation of force training and development.
5. Supervise investigations of crime incidents.
6. Determine action to be taken on assignments by approving equipment to be used; determining the disposition of contraband; organizing searches for missing persons; arranging for the transportation or escort of prisoners; and determining whether fingerprints meet FBI standards for legibility.
7. Provide on-the-job training to subordinates personally or through referral to law enforcement educational programs to develop their technical skills.
8. Perform related administrative duties such as maintaining liaison with administrative personnel; conducting staff meetings; maintaining records; authorizing overtime; preparing periodic reports; issuing tools, supplies and equipment; and operating data processing terminals, photographic equipment and audio-visual equipment.
9. Patrols assigned campus buildings and adjacent areas on foot or in a patrol vehicle to ensure the security of buildings, grounds and persons.
10. Guards against trespass, theft, damage to property or injury to individuals by screening visitors; inspecting rooms, packages and vehicles for explosives, firearms and other contraband; controlling crowds; providing personal protection to individuals as required; conducting surveillance of high-crime areas; searching for missing goods and persons; investigating complaints and reports of suspicious activity; mediating disputes; and inspecting buildings, grounds, fire lanes and emergency exits for compliance with safety standards to ensure campus security.
11. Exercises police powers by making arrests, searching prisoners, restraining violent persons, transporting persons under restraints and advising suspects of their constitutional rights to prosecute violators and to prevent further violations of law.
12. Investigates crimes, explosions and suspicious fires by interviewing witnesses, victims and others; preserves crime scenes and fire sites for examination by experts; and collects physical evidence to aid in locating and apprehending suspects and in preparing cases for prosecution.
13. Investigates traffic accidents on campus by operating breathalyzers and other chemical detection devices to determine liability and by measuring skid marks to determine vehicle speed at the time accidents occurred.
14. Assists the courts or grand juries by serving summonses, warrants and capiases;

- presenting evidence; testifying as witness; reporting case developments; and arranging for the appearance of witnesses to provide information necessary for the prosecution of cases.
15. Enforces campus traffic and safety regulations by directing traffic; assisting operators of disabled motor vehicles; assisting pedestrians in crossing streets; writing traffic tickets; inspecting licenses, permits and registrations for validity; and arranging for snow removal or sanding to ensure the orderly flow of traffic and prevent accidents.
  16. Operates such equipment as two-way radios, teletypes, C.J.I.S. terminals, facsimile transmitters or receivers, base stations, public address systems, emergency medical equipment, office machines, and firearms.
  17. Performs related duties such as cooperating and sharing information with other agencies; notifying designated personnel of emergencies; writing reports such as activity reports, daily logs, investigative reports and stolen vehicle reports; issuance of parking decals; key issuance; maintaining records on lost-and-found items, criminal records and files; assisting in the evacuation of students, faculty, staff and visitors in fire drills; assisting in fire fighting operations; administering first aid to injured persons; and raising and lowering flags; other assigned related duties.
  18. Working Conditions: Campus Police Officers work under exposure to injury resulting from dangerous weapons, physical and verbal abuse and adverse weather conditions; may operate vehicles at high speed for pursuit or emergency response purposes; work with people under physical and/or emotional stress; work alone in isolated or high crime areas; walk and stand for prolonged periods of time; lift and carry heavy objects or persons; may travel for job related purposes; may be required to furnish private transportation for job-related travel for which mileage is reimbursed.

**QUALIFICATIONS:**

Applicants are required to meet all of the qualifications for the CPO II position as stated in the Human Resource Division Classification Specification (on file in HR Office) in addition to the following qualifications:

- Applicants must have at least three years of full-time, or equivalent part-time experience in a governmental police force or in law enforcement work, one year of which must be in a supervisory capacity. Also requires an Associates Degree or Bachelor's Degree in criminal justice, law enforcement or political science preferred or a combination of the required education and experience.
- The applicant must have the ability to be sworn as a Special State Police Officer in accordance with Massachusetts General Law chapter 22C section 63.
- The applicant must have successfully completed the Special State Police Academy, an acceptable alternative academy, or have been grandfathered based on service time prior to the establishment of the Special State Police Academy.
- Must possess or have the ability to obtain a Firearm Identification Card under Massachusetts General Law Chapter 140 Section 129B. Possession of a Massachusetts Class A or B License to Carry Firearms is a suitable alternative.
- Must possess a current valid Massachusetts class "D" operator's license or equivalent.
- Ability to pass a pre-placement physical after an offer of employment has been made.

The Human Resource Division Classification Specification for this position is available in the Human Resources Department.

**CRIMINAL HISTORY CHECK:** Criminal history checks and extensive background investigations are conducted on eligible candidates for Campus Police Officers positions.

**SALARY:** \$722.97 per week (\$37,594.44.) An appointment made from outside the bargaining unit (AFSCME) must start at step #1 of the range.

**STARTING DATE:** ASAP

**APPLICATIONS:** Submit resume and cover letter to Ms. Patricia DePamphilis, Human Resources. E-mail to: [jobs\\_northshore.edu](mailto:jobs_northshore.edu) Fax: (978) 762-4038. Mail to: One Ferncroft Road, Danvers, MA 01923. Resume review will begin immediately and continue until position is filled.

**CIRCULATION:**

NSCC, Massachusetts Community Colleges, DET; minority recruitment sources.

**GENERAL INFORMATION:**

North Shore Community College is an equal opportunity and affirmative action employer. Minorities and women are encouraged to apply for these positions and to so identify themselves. Employment will depend on meeting the requirement set by the Immigration Reform and Control Act of 1986. All inquiries concerning application of the above should be addressed to the College Affirmative Action/Section 504/ADA Coordinator.

*Douglas P. Puska*  
Chief of Campus Police

*Janice Forstrom*  
Vice President for Administration & Finance