

Reporting to the shift supervisor, the Patrol Officer is responsible for insuring a safe and secure environment on the University's campus. Responsibilities include protecting and serving faculty, students, staff and guests and protecting buildings and properties. Specific activities include securing buildings, turning off lights, closing windows, reporting safety hazards and equipment failures, unlocking and locking exterior and interior doors, responding to alarms, maintaining fire watch, handling emergency evacuation procedures, executing interior and exterior patrols of University property via foot, bike or vehicle patrol, preparing and submitting appropriate reports.

Principal Responsibilities:

- Secure buildings, turning off lights, closing windows, locking doors
- Monitor cctv at various locations particularly at Dispatch and the Residence Hall. Control access to Residence Hall.
- Issue parking tickets in accordance with University policy.
- Prevent and deter crimes. Provide crime prevention tips and information to community
- Respond to calls for assistance, providing walking escorts to banks, T stations and parking garages.
- Under the direction of a superior officer, investigate crimes occurring on University property. Secure crimes scene, apprehend perpetrator and arrest, (if necessary and if within proper jurisdiction). In possible arrest situations involving members of the University community, every attempt should be made to seek resolution through an alternative acceptable means such as the University's discipline system for students.
- Provide general information to the public, answer telephone including when the switchboard is closed, service as dispatcher for the police, security and physical plant as needed.
- Administer first aid and CPR to level of training.
- Report all unusual circumstances to the supervisor.
- Perform all I.D. functions as directed and needed.
- Respond to alarms, maintain fire watch, and handle emergency evacuations.
- Execute interior and exterior patrol of buildings and property by foot, bike, or vehicle.
- Prepare and submit appropriate reports.

Requirements:

- Be eligible for appointment as a Special Police Officer under Chapter 22-C, Section 63 of Massachusetts General Law.
- Have a high school diploma or GED.
- Be at least 21 years of age.
- Be a US Citizen or a Naturalized US Citizen.
- Be available to work any shift as assigned.
- Have excellent communications and human relations skills.
- Preferably, have valid CPR and First Aid certifications.
- Have no prior felony record.
- Have successfully completed a Campus Police Academy.
- Must possess a valid Massachusetts Drivers License.

Physical activities include but are not limited to:

- Sitting and standing for extended periods of time
- Walking and running as needed
- Walking up and down stairs
- Physically detaining a human being under the direction of a police officer or otherwise.
- Lifting a human as needed
- Pulling/ pushing a human being

Ability to utilize human senses, sight, sound, touch, taste, smell.

Work environment:

- Ability to work inside and outside of building during all types of weather
- Ability to work all hours of the day 24/7
- Ability to work over 8 hour shifts up to including as long as needed
- Ability to sit or stand at a location for long periods of time
- Ability to walk for extended periods of times.

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