



GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Wallace Drive Campus

Created on: 6/11/2025
Revised on: [Click or tap to](#)

Job Title	Salary Schedule	Grade	Job No.
Police Officer I	E3	04	SS9799
Reports To	FLSA Status	Grant Funded	Tenure Track
Chief of Police	Exempt	No	Yes

JOB SUMMARY: Provide for the safety and well-being of the faculty, staff, students, and visitors. Provide a secure environment through crime prevention and control, criminal investigation, traffic and parking supervision, disaster coordination, maintenance of public order and other related services.

QUALIFICATIONS:

- ◆ Graduation from high school or GED certificate **required**
- ◆ One year of experience as a police officer or similar work **required**
- ◆ APOST Certification **required**
- ◆ Current Alabama driver's license **required**
- ◆ Associate degree *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of city, state, and federal laws
- ◆ Ability to deal effectively with the public in emergency situations
- ◆ Must be available to work all shifts including day, evening, night and weekends
- ◆ Certified in first aid/CPR
- ◆ Good verbal and written communications skills
- ◆ Good physical condition and strength; ability to lift 50 pounds from the ground; ability to lift arms above the head
- ◆ Ability to stand and walk for extended periods of time
- ◆ Ability to walk up and down stairs and climb up and down ladders
- ◆ Ability to pass the weapons qualification requirement (APOST)
- ◆ Ability to adapt to a work schedule rotation
- ◆ Ability to obtain National Crime Information Center (NCIC) certification

DUTIES:

- ◆ Provide foot and vehicular patrol of the campus
- ◆ Respond to and investigate all incidents on campus including but not limited to motor vehicle accidents or criminal or college violations
- ◆ Conduct complex misdemeanor and or felony investigations including but not limited to interviewing victims, suspects and offenders, preparing photo lineups, collecting evidence and preparing case files

- ◆ Provide security to college community, as requested, including but not limited to escorting personnel to vehicles late at night or acting as a witness at meetings involving irate personnel or students
- ◆ Enforce criminal and traffic laws, making arrests, and issuing summons as required
- ◆ Secure college buildings
- ◆ Issue tickets for parking violations
- ◆ Complete detailed incident reports
- ◆ Monitor authorized student activities for adherence to college policies
- ◆ Lock and unlock offices and buildings as requested
- ◆ Ensure appropriate transport of bank deposits for college business office
- ◆ Escort dignitaries and provide executive security
- ◆ Detect and report hazardous conditions including but not limited to potholes, light outages, obstructions, etc
- ◆ Complete twelve hours of continuing education annually as required by APOST and other training as designated by the Chief of Police
- ◆ Lend security support to all campuses as requested
- ◆ Assist as needed with issuing parking decals and student IDs
- ◆ Collect and maintain lost and found property
- ◆ Appear in court and testify as required
- ◆ Assist and participate in emergency training, drills and exercises
- ◆ Monitor security cameras
- ◆ Other duties as assigned by the Chief of Police

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Must have the ability to stand and walk for extended periods, navigate stairs and ladders, and perform physical tasks in various weather conditions
- ◆ **Manual Dexterity:** Regular use of standard police equipment, including firearms, communication devices, and vehicles
- ◆ **Lifting:** Ability to lift and carry materials or individuals weighing up to 50 pounds from the ground and lift arms above the head
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interacting with the public, suspects, and colleagues

Work Environment:

- ◆ **Setting:** The position is primarily based outdoors across campus grounds and may also include indoor office environments. Work may be performed in varying weather conditions and potentially hazardous environments
- ◆ **Travel:** Limited travel may be required between college campuses or for court appearances
- ◆ **Schedule:** The position requires flexibility, including day, evening, night, weekend, and holiday shifts, as well as rotation schedules
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, law enforcement agencies, and the public is required. Must be able to handle potentially volatile situations calmly and effectively

Reviewed by:

Employee Signature

Date