



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

All Campuses

Created on: 3/25/2025
Revised on: 3/25/2025

Job Title	Salary Schedule	Grade	Job No.
Security Employee I	E5	06	SS9795+
Reports To	FLSA Status	Grant Funded	Tenure Track
Police Officer	Non Exempt	No	Yes

JOB SUMMARY: This position involves responsible and skilled work in ensuring the safety and security of students, faculty, staff, buildings, and property at Gadsden State Community College. Police Officers are tasked with enforcing state, federal, and local laws while upholding the institution's policies. This position requires critical thinking, effective communication, and the ability to respond appropriately to emergency situations. Officers must maintain order, investigate incidents, and assist in safeguarding College funds and functions as directed by their immediate supervisor. Duties may require the use of firearms for personal protection and in the protection of students, faculty, and staff. Assignments are received through written or oral directives, and work is performed with considerable independence, subject to periodic review by a supervisor.

QUALIFICATIONS:

- ◆ High school diploma or GED **required**
- ◆ Associate degree *preferred*
- ◆ APOST Certification **required**
- ◆ Valid Alabama driver's license **required**
- ◆ Minimum of one year of experience as a police officer or in a related field *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of state, federal, and local laws applicable to law enforcement
- ◆ Ability to deal effectively with the public in stressful and emergency situations
- ◆ Strong verbal and written communication skills
- ◆ Ability to stand, walk, climb stairs, and lift up to 50 pounds
- ◆ Ability to adapt to a rotating work schedule, including nights, weekends, and holidays
- ◆ Certified in first aid and CPR
- ◆ Ability to pass weapons qualification requirements (APOST)
- ◆ Ability to obtain National Crime Information Center (NCIC) certification
- ◆ Good physical condition and the ability to respond to emergency situations

DUTIES:

- ◆ Conducts foot and vehicular patrols of the campus, monitoring for safety hazards, criminal activity, and policy violations
- ◆ Responds to and investigates incidents, including motor vehicle accidents, disturbances, and violations of college policies

- ◆ Conducts detailed misdemeanor and felony investigations, including interviewing victims, suspects, and witnesses
- ◆ Provides security escort services for personnel, escorts bank deposits, and acts as a witness during sensitive meetings
- ◆ Enforces traffic and criminal laws, makes arrests, and issues citations when necessary
- ◆ Assists with securing and unlocking college buildings
- ◆ Monitors authorized student activities to ensure compliance with college policies
- ◆ Issues parking tickets and monitors traffic on campus
- ◆ Completes detailed incident reports and prepares case files
- ◆ Assists in emergency training, drills, and exercises
- ◆ Escorts dignitaries and provides executive security as needed
- ◆ Detects and reports hazardous conditions, such as potholes and light outages
- ◆ Assists with issuing parking decals, student IDs, and maintaining lost and found property
- ◆ Appears in court and testifies as required
- ◆ Monitors security cameras and responds to suspicious activities
- ◆ Performs other duties as assigned by the Chief of Police. Complies with all policies of the Alabama Community College System, and the College

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:** Ability to stand, walk, and run for extended periods; climb stairs and ladders
- ◆ **Manual Dexterity:** Regular use of law enforcement equipment, such as firearms, radios, and handcuffs
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 50 pounds
- ◆ **Communication:** Effective verbal and written communication skills essential.

Work Environment:

- ◆ **Setting:** Work is primarily performed outdoors in various weather conditions with exposure to potentially dangerous situations
- ◆ **Travel:** Occasional travel for training and professional development
- ◆ **Schedule:** Must be available to work all shifts, including nights, weekends, and holidays
- ◆ **Interaction:** Frequent interaction with the public, college personnel, and local law enforcement agencies.

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date