

# **GORDON COLLEGE**

## *Position Description*

**Title: Gordon Police Officer**

**Function:** Under the supervision of the Chief of Police or designee, Gordon Police Officers provide public safety and law enforcement services for Gordon College and Gordon Conwell Theological Seminary (hereafter referred to as “the Institutions”). Gordon Police Officers patrol assigned areas of property owned, used or occupied by the Institutions and areas adjacent to the Institutions to provide a safe and secure environment by means of an alert and vigilant preventive patrol, partner with student life staff to enforce life and conduct standards and minister to the needs of community members, engage with the community to continuously improve safety and security for faculty, staff, students and visitors, provide emergency response (including armed response to threats, medical aid, and other types of critical aid), and deliver a wide variety of services consistent with the needs of the respective institutions. In keeping with the mission of the Institutions, Gordon Police Officers strive to perform all functions with an attitude of ministry and biblical servanthood.

**Description of Duties and Tasks:**

**Essential Responsibilities:**

1. Exercise police powers as Special State Police Officers under M.G.L. Chap. 22C s. 63 in the detection and apprehension of law violators.
2. Enforces state and local laws and regulations on campus or in or upon lands or structures owned, used or occupied by Gordon College and Gordon Conwell Theological Seminary.
3. In compliance with the strict training and certification standards of the Massachusetts Peace Officers Standard and Training (POST) Commission, complete annual in-service training (in criminal law and procedure, constitutional law, defensive tactics, firearms, and other topics as assigned) to maintain POST-C certification.
4. In partnership with other campus and Student Life personnel, enforce campus standard of conduct rules and report violators.
5. Aid and assist all persons in danger of physical harm or victims of crime, accidents or illness.
6. Identify criminal offenders, apprehend when necessary, and participate in subsequent court proceedings as required.
7. Conduct investigations and submit necessary accurate reports as related to the enforcement of State and local laws, ordinances and campus regulations.

8. Secure and properly record all evidence or other property coming into their custody.
9. Patrol buildings and lands of the Institutions, ensuring the protection of persons and property, being observant for criminal activity, or anything which might endanger life, health, and safety or result in theft or damage to property and reports same for the appropriate action to be taken.
10. Create and maintain a sense of safety and security within the Institutions and adjacent areas, enhancing public interest of law enforcement and for the Institutions by constant example of courteous, kind and ethical service.
11. Assist in a gracious and courteous manner all persons seeking directions, information or other assistance.
12. Assist in the maintenance of traffic control on lands of the Institutions; enforce high priority motor vehicle laws under Massachusetts General Laws Chapter 90, as well as campus rules and regulations regarding traffic and parking.
13. Maintain order at the scene of special events, whether scheduled or unscheduled, upon the lands of the Gordon College (and Gordon Conwell, when assigned).
14. Ensure that all prisoners in their care and custody are safely transported and processed in accordance with department procedures.
15. Respond safely and rapidly to emergency calls for police service, such as reports of crimes in progress; medical emergencies; environmental emergencies; fires, fire alarms; intrusion alarms; and accidents, etc., and render aid as required.
16. Maintain training and certification as an Emergency Medical Technician (EMT) and provide emergency medical aid and in cooperation with other EMS responders.
17. Demonstrate and acquire specialized law enforcement skills; may participate in various community crime prevention programs, departmental out-reach programs and serve on various campus committees/specialized programs.
18. Performs other duties as assigned by the Chief of Police or designee.
19. Performs all duties in a manner consistent with the life and conduct standards of the institution and in the spirit of Christian love and servanthood, articulated in the department mission statement (below).

**Required Knowledge, Skills and Abilities:**

In order to fully perform the above functions, the incumbent must possess or be able to obtain the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; must work to advance Gordon's mission through this position.
2. Recognizing the critical importance of Christian community at Gordon College, and recognizing that Gordon Police Officers are members of this Christian community, must be prepared to approach all community interactions with the intent to both encourage and build up fellow members and to be a welcoming presence to visitors and new community members.
3. Must express wholehearted support for the mission statement of the department (see "Gordon Police Mission Statement" at the end of this document).
4. Must be or be qualified to become a warranted police officer, under Chapter 22C section 63 of the General Laws of the Commonwealth of Massachusetts (qualified candidates will be sent to police academy to attain this warrant after hire).
5. Must be a certified Emergency Medical Technician (EMT) or be capable of attaining such certification (qualified candidates will be provided with EMT training after hire).
6. Must possess or be capable of obtaining a special state police warrant from the Massachusetts State Police certification unit. If a warrant is not already issued, the certification unit may issue a warrant on the basis of sufficient prior police experience and training, or the unit may demand completion of a course of training of their choosing before issuing a warrant.
7. Must have knowledge of the missions of Gordon College and Gordon Conwell, purpose and goals, and the role of the Gordon Police Department in achieving them.
8. Must have a clear understanding of the campus rules and regulations of both institutions.
9. Must have a detailed knowledge of buildings and features of both campuses and know the locations of all alarm panels.
10. Must be able to walk significant distance within and between campus buildings; tasks may require bending, stooping and kneeling.
11. Must have visual ability, corrected, to observe and detect signs of danger or suspicious activity.
12. Must be able to climb stairs and ladders.
13. Must be able to lift significant weight.
14. Must have basic English-language writing skills for completion of incident reports.

15. Must have good communication skills to interact with students, employees or visitors, understand situations and give directions.
16. Must have basic mechanical aptitude for motor vehicle assistance program and other emergency maintenance needs.
17. Must be able to stand, walk and/or sit and continuously perform job functions for shifts up to 12 hours in duration, which rotate to continually cover all 168 hours of the week.
18. Must possess a valid driver's license and have a motor vehicle record free of major incidents.
19. Must be able to operate Campus Police motor vehicles.
20. Must be able to successfully complete a comprehensive pre-employment physical, background investigation, and drug and psychological testing.
21. Must be able to perform duties within extreme temperature ranges and under all weather conditions.
22. Must be able to learn and perform all essential job functions accurately and safely with minimal supervision.
23. Must possess a high school diploma. An Associate's degree in a related field is preferred.
24. Must be able to work overtime and work scheduled or emergency coverage shifts at any time (day, evening, overnight, etc.) as work demands, including any holiday.
25. Must wear issued uniforms and maintain a neat, clean, and well-groomed appearance.
26. Must possess physical ability to perform individual and crowd restraint and control techniques as trained.
27. Must possess physical ability to perform restraint, self-defense, and arrest techniques as trained.

Hiring Range: \$25-\$30/hr

### **Gordon Police Mission Statement**

The Gordon Police Department is dedicated to both serving and protecting the Gordon College community, its guests and all other visitors to campus. Our officers have a unique dual role. Our Massachusetts Special State Police officers are empowered to enforce the laws of the Commonwealth, and they strive to provide professional police services to this campus. All of our officers, both sworn and non-sworn, are employees of the College who are committed to the spiritual life and shared faith of this community. It is the mission and desire of this department to do everything (whether responding to a police or medical emergency, enforcing proper campus conduct, or performing simple acts of service) in a spirit of Christian love and to the glory of God.