

**MURRAY STATE COLLEGE  
Ardmore, OK - Tishomingo, OK**

**Job Description**

**Campus Police Officer**

**General Description/Primary Purpose:**

This position is responsible for general safety and security of the campus community and property.

**Classification:** Full-Time, non-exempt

**Salary:** Commensurate with qualifications and/or experience. Full fringe benefits are included as part of the salary package.

**Appointment:** 12-month appointment

**Qualification Standards:**

1. Education: Associate degree or other combination of education and experience. CLEET certified as defined in the Title 70, Section 3311 of the Oklahoma State Statutes, (or as amended).
2. Experience: A minimum of two years of law enforcement experience required. Experience and/or training in working effectively in a racially and/or culturally diverse environment.
3. Professionalism: Employees of MSC are expected to demonstrate dedication to students and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. Image: MSC employees are expected to maintain a neat, well-groomed, and professional image at all times.
5. Background Check: The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.
6. Internet: To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
7. NIMS: NIMS training is required for this position. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed you may provide a copy to the Office of Human Resources for inclusion in your personnel file.

**Description of Duties and Tasks:**

**Essential Job Functions:**

1. While on duty for MSC all officers are required to carry the Campus Police Emergency Cell Phone.
2. Maintain and file all federal, state, and local reports as required.
3. Maintain certification requirements. Attend CLEET training each year as required to maintain certification.
4. Patrol campus, performing physical and visual checks of buildings and facilities, equipment and grounds.
5. Maintain regular contact with dormitory supervisors/personnel.
6. Enforce the College's rules and regulations; inform students of the consequences of violation.
7. Discover and prevent the commission of crimes; observe/be aware of activities of an unusual or suspicious nature.
8. Establish and maintain rapport with students and MSC staff.
9. Inform students of the consequences of violations of city, state, and federal laws.
10. Enforce traffic laws and parking regulations.
11. Make arrests, conduct investigations, collect, process and present evidence.
12. Testify in court when necessary.
13. Collaborate/cooperative with local authorities when in the best interest of all parties or as agreed.
14. Provide daily reports to MSC Chief of Police, recording problem areas (lights in need of replacement, unlocked doors, unsecured laboratories, etc.).
15. Gather crime related information and conduct background investigations.
16. Provide assistance to other areas as needed during off-peak times and unlock door as needed, i.e. when dorms are closed, during breaks, etc.
17. Deal with all individuals in a tactful, courteous, and professional manner.
18. Provide care and maintenance of police equipment and uniforms.
19. Perform all other duties as assigned; assist in other areas as needed during off-peak security time.
20. Report directly to the MSC Chief of Campus Police.
21. Additional duties as assigned by MSC Chief of Campus Police.

**Required Knowledge, Skills, and Abilities:**

1. Demonstrated leadership and supervisory skills.

2. Knowledge of police methods and procedures including patrol, crime prevention, traffic control investigation and identification techniques.
3. Possess good interpersonal communication skills.
4. Proven ability to utilize good judgment in crisis as well as routine situations.
5. Knowledge of criminal law and criminal procedures, including the rules of evidence, apprehension, arrest and custody of persons committing misdemeanors and felonies.
6. Knowledge of changes in Oklahoma State Statutes and the ability to keep abreast of such changes, including institutional mandates.
7. Knowledge of first aid principles, practices and techniques.
8. Knowledge of state law and the commitment to upgrade/update this knowledge continually.
9. Knowledge of the MSC Student Handbook.
10. The ability to observe accurately and remember names, faces, numbers, incidents, and places.
11. The ability to use and properly care for firearms.
12. The ability to prepare clear and correct written reports.
13. The ability to synthesize information from a variety of sources, analyze situations, determine and take emergency action.
14. Meet firearms qualifications annually or more often, as required.
15. Ability to learn the operation of standard equipment and facilities required to perform assigned tasks.
16. Ability to speak, read, and write the English language.
17. Knowledge of Murray State College policies, procedures, rules, and regulations.
18. Ability to respect confidentiality.
19. Troubleshooting, analytical, and problem-solving abilities necessary to meet daily challenge of responsibilities.
20. Computer skills at a level necessary to prepare summary information and reports.
21. Experience of or training in working effectively in a culturally diverse workplace and/or servicing clientele from a variety of racial and cultural backgrounds.

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Your position is designated as a CAMPUS SECURITY AUTHORITY

Clery Act regulations define “campus security authorities” as:

1. An institution ' s campus police or security department
2. Other individuals with security responsibilities, such as those monitoring access to campus property (e.g., parking lots, residence halls, and athletic venues)
3. Individuals or organizations designated in the institution's security policy as those to whom students and employees should report crimes
4. Officials with significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings

A CSA who receives a report of a Clery crime from anyone- with or without a connection to the institution- must report it to the designated official or office, usually the campus security or police department. If the CSA believes the report was made in good faith, he or she is required to report all available information, such as the date and location of the crime, even if the victim is unknown or does not want to file a criminal charge.

A CSA should report the matter to the designated person or office whether he or she is sure the incident qualifies as a Clery crime. Here, the CSA's obligation ends. CSAs should not attempt to investigate crimes, determine the truth, or persuade reluctant victims to come forward. Those duties belong to campus or local law enforcement

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### **Other Ergonomic Requirements:**

The employee must speak, hear, and see. The employee must maintain physical condition appropriate to the performance of duties and responsibilities which may include effecting arrests, subduing resisting individuals, performing life-saving or rescue procedures, chasing fleeing subjects, moving equipment or injured persons; effectively deal with personal danger; maintain audio-visual discrimination; maintain mental capacity to exercise sound judgment and rational thinking in emergencies, evaluate alternatives and choose an appropriate action, demonstrate intellectual capabilities during training and testing processes. The employee is required to work long hours without a break. The employee is regularly required to walk, stand, sit, climb stairs, bend, crouch, and reach with arms. All individuals are required to perform these movements without significant risk of injury to themselves or others, or otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Hours:**

The employee is required to work 40 hours per week to include days, nights, weekends, meeting a flexible schedule, as necessary. Employee is required to be on-call as needed.

### **Application Process:**

Applicants must submit the following:

1. Letter of application
2. Resume
3. Copy of transcripts
4. List of three references

Submit application materials to:

Office of Human Resources  
Administration, Suite 104  
Murray State College  
One Murray Campus  
Tishomingo, Oklahoma 73460  
humanresources@mscok.edu  
Telephone Number: 580-387-7211

Final employment is contingent on providing verification of CLEET certification.

Application Deadline: The review of application will begin immediately and continue until filled.

MSC participates in E-Verify.

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**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL  
OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.

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