

## **Campus Police Officer:**

### **Duties and Responsibilities:**

The Campus Police Officer reports to the Campus Police Sergeant, Director of Campus Police and the V.P. of Student Services and/or President. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

### **Specific duties include:**

1. Enforce institutional rules, regulations, and laws regarding student conduct as defined in the *Student Handbook*.
2. Enforce regulations concerning parking, blocking or impeding traffic.
3. Issue traffic tickets, summons and arrest warrants.
4. Enforce institutional rules relative to vehicle identification parking permits.
5. Enforce rules/regulations relative to unauthorized persons being on VC property--e.g., denial of admittance to campus property, ejection of persons who refuse to leave upon official request, and enforcement of proper identification (driver's license or student I.D.).
6. Maintain a professional law enforcement image at all times. Provide consistent law enforcement, dealing with each occurrence in the same professional manner and method.
7. Pursue additional police training.
8. File patrol reports after each shift.
9. To be knowledgeable of all police systems for the Vernon, Century City and Skills Training Center campuses including: hourly police officers, security cameras, and alarm systems, as well as the operational procedures of each. To serve as the contact person to insure proper support from the security officers, IT department, and maintenance as directed by the VC Police Chief.
10. Function as a team member of the Division of Student Services professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the College.
11. Assume special responsibilities on assignment by the Director of Police, the V.P. of Student Services and/or the President.