



DREXEL UNIVERSITY POLICE DEPARTMENT University Police Officer Posting

GENERAL INFORMATION: Drexel University police officers are responsible for providing effective and accountable law enforcement services within a diverse educational environment. The primary functions of the Drexel University Police are the protection of life and property, preservation of the peace and responding to calls for service. These functions are accomplished through visible preventive patrol and the enforcement of city, state and federal laws and University regulations.

RESPONSIBILITIES:

1. Utilizes "best practices" of modern community oriented policing to prevent criminal activity and to enhance the quality of life for the community.
2. Adheres to the highest ethical and professional standards in the Enforcement of Federal, State, City laws/ordinances and University regulations through patrol, investigations and the apprehension and prosecution of violators
3. Facilitates traffic safety by enforcing traffic laws and ordinances, investigating traffic accidents and regulating vehicular and pedestrian traffic.
4. Mediates disputes for the purpose of preventing crime and maintaining the peace.
5. Investigates criminal offenses and takes necessary steps to identify and arrest violators; testifies in criminal justice proceedings
6. Completes detailed reports and documentation essential to the effective operation of the Department and to support criminal and internal investigations.
7. Provides police and customer services, first aid and general assistance as required.
8. Promotes the concept of community by serving as public safety ambassador at University and public gatherings and by protecting the collective and individual rights of the community and its members.
9. Interacts with various public and private groups and individuals to promote and explain the functions and responsibilities of the Department.
10. Educates the public on security and traffic safety topics.

QUALIFICATIONS: A High School diploma or GED is required; Associate degree preferred. Candidates for this position must be Act 120 certified (a graduate of a Pennsylvania municipal police academy or a graduate of an out-of-state police academy program recognized by the Municipal Police Officers' Education and Training Commission). Further, candidates must possess a valid Driver's License and must be at least 21 years of age and U.S. Citizenship.

The Division of Public Safety values diversity and seeks talented staff from diverse backgrounds. Minority candidates are encouraged to apply.



DEPARTMENT OF PUBLIC SAFETY

Candidates must agree to and satisfactorily pass (to be truthful, clear of, clean, and found not to have been convicted of any state or local laws) comprehensive background checks. The background checks may include but are not limited to: education verification, past work history reference checks, vehicle operator license verification, past driving history, and a criminal records check. Vehicle operator license checks and criminal background checks will be conducted annually.

Confidentiality statement. All candidates must be willing to sign a confidentiality statement relating to the confidentiality of sensitive University information, student records, faculty records, staff records and all information deemed confidential by the Department of Public Safety and Drexel University.

Special Qualifications

1. Psychological Evaluation
2. Physical Evaluation which includes drug and alcohol screening

SUPPLEMENTAL POSTING INFORMATION: Drexel University is an Equal Opportunity/Affirmative Action Employer. The Division of Public Safety is especially interested in qualified candidates who can contribute to the diversity and excellence of the academic community. Minority candidates are encouraged to apply.

Applications will be accepted until April 30th, 2010.

Applicants will be expected to show proof of current ACT 120 certification during the interview process.

To apply for this position, please apply online at:

www.drexeljobs.com/applicants/Central?quickFind=73509 or visit www.drexeljobs.com and search for University Police Officer. The position # is 3438. For more information about Drexel University, please visit www.drexel.edu.