



Position: Police Officer, Full Time
Department: Public Safety and Security

Spring Hill College is a four year Jesuit Catholic college located at 4000 Dauphin Street, in Mobile, Alabama. Spring Hill College is located in one of Mobile's safest neighborhoods, bordered by Dauphin Street to the south, and Old Shell Road to the north. Portier Lane and the Avenue of the Oaks are two public streets that are on Spring Hill College's campus. The main campus rests on a 381-acre site consisting of eleven residence halls that can house up to 1180 residents, a student center that houses a dining, spirit store and campus life offices, an athletic center, a theater, a library, two chapels, classrooms, athletic fields, an 18-hole golf course, and several other buildings.

Spring Hill College is committed to providing a safe living and learning community for its students, faculty, staff and visitors. Our goal is to create a customer friendly environment that focuses on crime prevention and problem solving through awareness and education. By working together, we can create a safer and more secure campus for the Spring Hill College community. The Spring Hill College Department of Public Safety is staffed with trained professional police, public safety officers, and communication dispatchers. The mission of Spring Hill College's Department of Public Safety is to promote the intellectual, social, spiritual, physical and recreational aspects of students' lives while providing a safe and secure environment. Spring Hill College's crime prevention and security programs nurture the personal growth of students with the goal of assisting students to develop into responsible citizens consistent with the teachings and traditions of Spring Hill College as a Jesuit, Catholic institution.

Position Summary:

The Spring Hill College Police Officer reports to the Chief of Police and Director of Public Safety. Provides quality police services that include maintaining a safe environment conducive to learning and contributing to the education process for students. Police Officers provide for the safety of all SHC community members. Assists in loss prevention, monitor security cameras, parking, traffic control, foot patrol and responds to emergency situations.

Essential Functions:

- Maintains a safe and secure campus environment by regularly patrolling the campus
- Protects and secures community members, property and facilities
- Prevents unlawful acts, suppress disturbances, and provides service aid relief
- Initiates investigations when deemed necessary based on sound information concerning alleged criminal offense; collects and preserves evidence for criminal investigations including witness statements and physical evidence
- Responds to calls concerning crisis, accidents, crimes and other emergencies or security concerns
- Enforces all laws in accordance with the approved policies and procedures
- Files appropriate criminal charges as applicable with the proper agency
- Cooperates and works with other governmental entities and law enforcement agencies in sharing information and assistance
- Writes effective legal incident reports
- Testifies in court as needed
- Operates all equipment including firearms according to established safety procedures
- Establishes good public relations with the campus community and various public sectors
- Performs duties of public safety officers if needed.

- Enforces College parking and traffic regulations in accordance with Spring Hill College policies and pertinent state laws. This may include moving/lifting traffic control barricades, working and reporting traffic accidents, violations, infractions, etc.
- Provides building security, including locking and unlocking doors.
- Performs routine test of fire alarm systems. Responds to, silences, and resets alarms within campus buildings.
- Performs routine inspections of elevator, emergency telephones and fire extinguisher units.
- Promotes an awareness of safety issues by participating in awareness programs
- Handles confidential matters with appropriate discretion.
- Performs other duties as assigned

Required knowledge, skills, and abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Ability to recognize the dignity of every individual without any form of discrimination or harassment, treating all with care and respect while valuing our differences.
- Knowledge of methods and procedures related to public safety activities, including patrol, crime prevention, criminal investigation, traffic control, and emergency operations.
- Ability to anticipate and resolve problems using mature and sound judgment along with excellent conflict resolution and communication skills.
- Ability to identify alternative courses of action.
- Knowledge of factual and sequential recall principles and procedures.
- Ability to make accurate observations and remember details of situations and individuals.
- Ability to remain calm and effective under heavy workload and in emergency situations
- Ability to maintain emotional control under stress.
- Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. Ability to navigate adverse and hazardous working conditions, including violent and armed confrontations.
- Ability to communicate tactfully and effectively in both oral and written form
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain proper records and documentation.
- Computer and technology skills; ability to accurately prepare and submit computer generated reports in a timely manner
- Ability to climb stairs and hills and/or stand for long periods of time. The employee's duties typically require strenuous walking, standing, and climbing.
- Ability to operate a motor vehicle.
- Ability to lift and transport objects or equipment weighing up to 50 pounds, including traffic barricades and fire extinguishers.
- Ability to work a 40-50 hour week or a flexible schedule as required, including alternating schedules and occasional extended shifts. Some longer work weeks may be required.
- Ability to work nights, weekends, and holidays. Ability to be on call, when necessary, 24 hours a day
- Ability to work primarily outdoors in varied weather conditions.

Minimum Qualifications:

- Any combination of education and experience equivalent to completing the twelfth grade or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities.
- Requires two years of experience in law enforcement or corrections; five or more years of such experience preferred. Other experience and/or training in positions involving safety and security operations as a security officer or other related field may be accepted when augmented by an extensive education component.

Preferred Qualifications:

- A bachelor's degree is preferred.
- Four or more years of related experience

Other Qualifications:

- Current and continuing certification as an Alabama Peace Officers Standards and Training Commission (APOST) Law Enforcement Officer.
- Vehicle driver license valid in the State of Alabama and subject to approval from Spring Hill College's automobile insurance carrier.
- Current certification for Adult/Child cardiopulmonary resuscitation (CPR), First Aid and Automatic External Defibrillators (AED) is required.
- Must be willing to submit to background checks and all applicable drug testing.

The college reserves the right to change, add, or reassign job duties or combine positions, or portions thereof, at any time. This job description is not an employment agreement or contract. Spring Hill College is an Equal Opportunity Employer.

To apply, please submit a resume with name, email, and phone number of three work references (one must be a supervisor) to: hr@shc.edu or Interim Director of Public Safety, Eddie Gonzalez at egonzalez@shc.edu.