



Position Title:	Part-Time Off-Duty Police Officer		
Reports To:	Public Safety Chief		
Department:	Public Safety	Job Code:	8305
Prepared By/Date:	Jennifer Brito/08-16-2010	Job Group:	Class-R
Approved By/Date:	College-wide	Salary Grade:	CP
Revised:	Donna French/08-01-2011	FLSA Status:	Non-Exempt

Summary:

This position requires the services of an Off-duty Police Officer who provides sworn law enforcement protection on campus, especially during class hours, maintains high visibility on school property to prevent and respond to crimes against College property, students and personnel.

Essential Duties and Responsibilities:

- Patrols campus and responds to calls when requested
- Enforces Florida Statute
- Follows up on certain incidents/investigations with the City of Miami Police Department
- Provides additional protection for Miami Dade College students
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of law enforcement procedures
- Skill and ability to follow-up with investigations
- Ability to make law enforcement related decisions
- Ability to communicate effectively
- Must have the ability to work effectively with people in a multi-cultural, multi-ethnic environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to fifty (50) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or General Equivalency Diploma GED
- Certified Law Enforcement Officer
- Must be a current City or County Police Department officer with a minimum of one (1) year experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name