



Position Title: Part-Time Police Officer
Job Code: 8305
Reports To: Public Safety Chief

Grade: CP
FLSA: Non-exempt

Job Description:

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.

Duties & Responsibilities:

- Patrol campus and respond to calls when requested
- Enforce Florida statute
- Follow up on certain incidents/investigations with the City of Miami Police Department.
- Provide additional protection for NWSA and Miami Dade College Wolfson students

Essential Personnel:

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

- High school diploma or General Equivalency Diploma GED
- Certified Law Enforcement Officer
- Minimum of one (1) year of recent police experience with the City of Miami Police Department
- 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

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name