

## **Missouri POST Certified Police Officer**

### **OUR STORY**

UMKC, one of four of the University of Missouri campuses, is a doctoral research-intensive public university offering traditional and interdisciplinary programs and serving approximately 16,500 students. The University is well positioned to address the demands of the times in a dynamic city that deserves and requires the benefits that accrue from a strong public university.

The University of Missouri-Kansas City has a broad and inclusive educational mission with specific emphasis in three areas: visual and performing arts, health and life sciences, and urban affairs. UMKC's unique profile includes the College of Arts and Sciences and Schools of Education, Nursing, Business and Public Administration, Medicine, Law, Computing and Engineering, Biological Sciences, Dentistry, Pharmacy, and the Conservatory of Music and Dance.

The University has an institution-wide commitment to diversity and multiculturalism and strives to create a welcoming environment where faculty and staff feel valued for their contribution. The successful candidate will have a genuine enthusiasm for students and the University environment.

### **POSITION OVERVIEW**

University of Missouri Kansas City Police Department is accepting applications for a Missouri POST Certified Police Officer to enforce University regulations, City Ordinances and State laws.

### **CHARACTERISTIC DUTIES**

- Patrol assigned area by motor vehicle, bicycle or on foot to prevent, discover, and deter the commission of crime, enforce university rules and regulations, provide personal and property security and traffic law enforcement. Observe and make note of suspicious persons, possible violators, hazardous conditions or unusual situations.
- Check buildings and property following security procedures; lock entry-ways and points of access as scheduled, take note and report evidence of damage and possible break-ins.
- Observe public or student gatherings and analyze developments to determine need for action.
- Respond to emergency alarms and dispatched calls regarding a variety of services including: illness, accidents, disturbances, crime and other acts against persons or property, animal control, and motorist assistance. Provide necessary assistance and take appropriate action based on analysis of situation and facts.
- Assist in parking patrol activities including issuing citations and ordering vehicle removals. Perform traffic control duties, directing automobile and pedestrian traffic to maintain safe and efficient flow. Issue warnings or citations to drivers when violations of motor vehicle laws are observed. May administer field sobriety tests.
- Conduct preliminary investigations of incidents as necessary; collect and preserve physical evidence, protect crime scene, interview suspects and witnesses, and files appropriate reports as directed by federal, state or local legal requirements. Prepare court cases and provide legal testimony in response to subpoena as witness and/or reporting officer to crime.
- May arrest individuals and take into custody. Process arrested individuals by taking photographs, obtaining fingerprints, and writing arrest reports; transports violators to jail.
- Provide escort service for designated individuals and money messengers, and assist with special events on campus.
- Renders first aid as needed, following prescribed procedures and victim / personal safety precautions.
- Takes and writes incident / accident reports, including those of missing/stolen property and criminal activity.
- Provide general assistance and information to students, staff and the public.

- Assist federal, state, county and city law enforcement authorities as requested or dispatched by central office.
- Prepare and file daily activity reports of disturbances, accidents, crimes and tickets issued in prescribed format.
- May prepare and process documents such as citations, complaints, affidavits, and warrants.
- May serve in the capacity of field training officer.
- Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Missouri POST certification is required; commission to active officer duties will begin after successful department/campus orientation.
- Possession of a valid driver's license is required.
- A safe driving record is required while a driving record without violations/summons/arrests is preferred.
- Strong verbal communication skills are necessary.
- High School diploma or the State equivalent is required.
- Commensurate mental and physical skills necessary to walk/stand for long periods of time, respond to emergencies, and maintain order among individuals and groups are necessary.
- Advanced level of education is highly preferred.

#### **PREFERRED QUALIFICATIONS:**

- Advanced level of education is highly preferred.
- Stable job history preferred.

#### **SHIFT:**

Police Officers may be assigned to any of the three shifts (day, evening or night).

#### **SALARY AND BENEFITS**

UMKC offers a competitive \$20.50 per hour and affordable medical and dental plans (no waiting periods), 403(b) savings plan, tuition assistance (75% of educational fees paid for enrollment at University of Missouri), and University paid long-term disability and life insurance benefits.

#### **HOW TO APPLY**

Application Deadline: April 25, 2021. Apply online: [www.umkc.edu/jobs](http://www.umkc.edu/jobs). It is the fundamental policy of UMKC to provide equal opportunity regardless of race, creed, color, sex, sexual orientation, national origin, age, Veteran status or disability status in all education, employment and contracted activities. All final candidates will be required to successfully pass a Criminal Background Check prior to beginning employment.