

**Campus Police Officer I (one or more positions)**  
**Quinsigamond Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=252224>

Downloaded On: Apr. 23, 2025 5:48pm

Posted Jan. 27, 2025, set to expire May 26, 2025

**Job Title** Campus Police Officer I (one or more positions)  
**Department** Campus Police  
**Institution** Quinsigamond Community College  
Worcester, Massachusetts

**Date Posted** Jan. 27, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Category:** Campus Police

**Department:** Campus Police

**Locations:** Worcester, MA

**Posted:**

**Closes:**

**Type:**

**Position ID:** 184928

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**General Statement**

Patrol campus buildings, grounds and adjacent areas of the College; enforce State laws as well as the rules and regulations of the College; deliver confidential/sensitive material; perform related work as required.

**Supervision Received**

Campus Police Officers report to the Chief of Campus Police and/or designee (i.e. Deputy Chief of Police Operations)

**Supervision Exercised**

None.

**Duties and Responsibilities**

- Patrols the buildings and grounds of the College and adjacent areas on foot or in a patrol vehicle to ensure the security of buildings and grounds and to guard against trespass, theft, damage to property, fire and injury to individuals.
- Maintains order amongst visitors and students; directs traffic and parking of automobiles; provides information as needed.
- Exercises police powers in the detection and apprehension of law violators; investigates accidents and complaints.
- Transports college documents to state agencies and other locations as required; safeguards and transports money to banks.
- Performs police duties at plays, dances and other functions.
- Prepares reports on investigations conducted and noteworthy incidents occurring during tours of duty; Passes on all important information regarding incidents that happen on tour of duty to relieve officer.
- Operates such equipment as two-way radios, radio-telephone interconnect, telephone, facsimile machines, base stations, emergency and medical equipment and office machines, MDT and Radar units.
- Cooperates and shares information with related agencies.
- Determines whether violation has occurred and what course of action to follow (e.g., arrest, warning, call for assistance, etc.); interrogates suspects.
- Determines course of action to be taken in emergency situations.
- Assesses road conditions to determine need for snow removal and sanding.

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- Locks or unlocks doors, gates, etc.
- Recommends protective measures to prevent vandalism, fire or other hazardous situations.
- Perform other duties consistent with Massachusetts Department of Personnel Administration Classification Specifications for Campus Police Officer I.
- Carries on his/her person a department issued firearms while on official duty, and attends required trainings on it's use.
- Actively supports the teaching and learning process; practicing honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- Works actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embraces the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provides flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performs other duties as assigned.
- Considered essential personnel.

### **Job Requirements:**

#### **Minimum Qualifications**

- Knowledge of the principles and correct usage of the English language including grammar, punctuation and spelling.
- Some knowledge of police procedures and practices and fire prevention methods. Some knowledge of law of arrest and criminal procedures in lower courts.
- Ability to maintain student discipline, deal with the public, recognize fire hazards and to walk long hours alone, indoors and out, under varying climatic conditions.
- High School Diploma or GED equivalent.
- Possession of a current valid Massachusetts Class D Motor Vehicle Operator's License.
- Appointee must be eligible for appointment as a Special State Police Officer under chapter 22C, Section 63 of the Massachusetts General Laws and must be eligible to become POST Certified, undergoing an extensive background investigation and CORI Check. State and National Background Check, including fingerprinting and employment history and a negative check of the candidate on the National Decertification Index.

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- Must pass a police entry level psychological screening.
- Completed a full time Police Academy and/or fulltime MPTC training academy or the ability to successfully pass the Physical Agility Testing, medical examination, pre-screening (which includes a physical endurance testing) and successfully complete MPTC Recruit Academy. Failure to meet the entrance requirements or to successfully complete the course of training shall result in dismissal or, for lateral appointment within the bargaining unit, return to previously held position in accordance with the AFSCME Agreement.
- Current LTC with the city or town of residency.

### **Preferred Qualifications**

- Working knowledge of the building and grounds of the College and of its rules and regulations.
- Ability to speak Spanish and/or Vietnamese.
- POST Certified
- First responder/ CPR / EMT certified.
- Associate Degree in Criminal Justice or related field.
- Certifications as an instructor in areas of defensive tactics, firearms, or first responder.

### **Additional Information:**

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, religion, age, veteran status, genetic information, pregnancy or related conditions, gender identity, sex characteristics, sex stereotypes or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits Sex-Based Harassment. Inquiries or complaints concerning discrimination, harassment, or retaliation shall be referred to the College's Affirmative Action Officer and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are

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passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=184928>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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