

WESTERN NEW ENGLAND COLLEGE
Springfield, Massachusetts

POSITION DESCRIPTION

<u>Job Title</u>	Student Patroller
<u>Division</u>	Business & Finance
<u>Department</u>	Public Safety
<u>Position Class</u>	Student
<u>Position Grade</u>	2
<u>Supervisor</u>	Director of Public Safety

Primary Purpose

To be assigned to a camera detail, or as a team with one other Patroller to conduct foot and bike patrols in all areas of the College, as well as College property located on Valley Road and Bellamy Road during the hours of darkness. The times of assignment are on weeknights and weekends in varying types of weather. Student Patrollers serve as “eyes and ears” of the Department of Public Safety, working alongside Campus Police Officers and Dispatchers, and must observe and report only. The Student Patroller is responsible for the protection of all persons on College property, their personal property as well as College property and / or property associated with the College. They are to be observant for any and all situations that occur on college property that need to be reported to the Public Safety Department.

Situations to include:

- Criminal offenses that occur against persons or college property.
- Unusual or suspicious events involving person(s), motor vehicles, gathering or forming of large numbers of people, etc.
- Potential or actual hazards to human life or property such as fires, floods, exposed electrical wiring, etc.
- Student Patrollers will also be assigned to act as protective escorts for students, faculty, staff, and guests (going from one point on campus to another during hours of darkness.)

Distinguishing Characteristics

Must be a person of high moral standards and willing to receive and obey direction from Student Patrol Supervisors and Public Safety supervisors. All members of the Student Patrol are required to conduct themselves in a professional manner when interacting with the College community.

Must be neat and personable. Student Patrollers will have access to certain confidential information as a result of their involvement with campus police matters. Each Student Patroller must sign a statement of confidentiality to ensure that sensitive police information is not divulged to anyone. Their involvement in campus police matters may well mean that they could be called upon to testify at court hearings as well as peer review boards.

All members of the Student Patrol fall under the C.O.R.I. Law. All information that they receive pertaining to any record of unlawful activity is confidential. Divulgence of any such information would be a serious criminal offense and would be a serious embarrassment to the Department of Public Safety and to the College. All members of the Student Patrol must sign the C.O.R.I. Law Statement and must fully understand the serious nature of what it entails.

Inappropriate action by any member of the Student Patrol while in the performance of their assigned duties would be a liability risk which could lead to civil or criminal prosecution for the Department of Public Safety and for the college. Should any member of the Student Patrol act inappropriately while in the performance of his or her assigned duties, it could create an incident noteworthy to the media, unlike other student employment positions on campus.

Must successfully complete the Student Patrol training program, which includes a “Verbal Judo” and team-building class, and a Cardio-Pulmonary Resuscitation course taught by certified instructors from the Department of Public Safety.

Must successfully complete the Police Bike Patrol Course taught by a certified Police Bike Patrol instructor employed by the Department of Public Safety.

The Student Patrollers will be responsible to:

- Protect and maintain the bikes and all related Bike Patrol equipment.
- Report any and all maintenance problems to the Public Safety Bike Patrol instructor.
- Attend periodic Bike Patrol refresher courses.
- Weather permitting, conduct mobile bike patrols of campus property in accordance with the established provisions of the Student Patrol Bike Patrol program.

Description of Duties and Tasks

Student Patrollers must be thoroughly trained in the proper use and care of Public Safety two-way radios and instructed to observe and report only. No direct action is to be taken. Campus Police Officers, Sergeants, Lieutenants, and the Chief are trained to respond and resolve any conflicts or incidents that occur on campus.

Student Patrollers will be assigned to patrol all areas of the college as well as college property located on Bellamy Road and Valley Road during hours of darkness and in varying weather conditions. The Student Patrollers will be fully responsible to document each patrol on forms issued by the Department of Public Safety. All patrols will be conducted in a team of two Student Patrollers with the purpose of being observant for acts of a suspicious, unsafe, or unlawful nature.

Student Patrollers will be responsible to check for signs of college owned buildings located on and off campus that are unsecured, vandalized or unlawfully entered.

Student Patrollers will be responsible to check non- college property (such as personally owned vehicles and / or construction equipment and supplies) while it is in place on college property. They will be further responsible to immediately report such observations to Public Safety and to submit a thorough report of the incident.

Student Patrollers will be assigned to assist the Campus Police Dispatcher on duty with camera operations. They will observe activity on campus through the camera monitors located in the Campus Police Station. Student Patrollers must report any suspicious activity to the Dispatcher, who will in turn take the appropriate action. If an incident report is generated by the Campus Police Staff stemming from the observations of the Student Patroller working the camera detail, the Patroller must also complete a thorough report of the incident.

Student Patrollers will be assigned to escort students, faculty, staff and guests to their cars, dorms, or from building to building during hours of darkness. They will be expected to assist Public Safety Officers with incidents of injuries and illness. Duties are to be performed in a professional manner as they are acting as representatives of the Department of Public Safety and that of Western New England College.

Student Patrollers will be assigned to crowd control duties at special college sanctioned events such as concerts, social gatherings, College fairs, and sports tournaments. When warranted and requested by a Campus Police Officer, Student Patrollers may be requested to control a crowd at (for example) the scene of a motor vehicle accident to assist the officer in charge to move people away from the scene.

Student Patrollers will be assigned to parking control duties for special college sanctioned events.

Description of Duties and Tasks cont.

Student Patrollers will be assigned (as needed) to surveillance duties, whether independently or with a uniformed officer as an effort to detect both felony and misdemeanor acts of crime. Such activity would likely be under the direction of a Sergeant, Lieutenant and or the Director of Public Safety.

Regardless of their assignment, Student Patrollers will be expected to conduct themselves in a professional manner and in accordance with the protocols of the Student Patrol Program.

Essential Job Functions

- The proper operation and handling of a two-way radio.
- Being thoroughly familiar with all areas of college property.
- Thoroughly understand Student Patroller limitations and to know what conditions warrant notification to Public Safety.
- Submit thorough reports on all incidents that they are involved with while on patrol or camera assignments. All such reports will contain pertinent information concerning each incident and will be given to the Student Patrol Administrative Coordinator and the Director of Public Safety.

Marginal Job Functions

- Must be available to assume the duties of another Student Patroller on occasion, in the case of absentees.
- Must advise the Student Patrol Supervisor or Public Safety Shift Supervisor of any violations of Student Patrol regulations by another member of the Student Patrol.
- Will be fully responsible for the proper care of all uniforms and equipment assigned to them while on duty.

Required Knowledge, Skill and Abilities

- Must be capable of submitting clear and concise reports concerning all incidents occurring while on duty.
- Must possess good verbal communications skills.
- Must be capable of typing a brief summary of patrol events into the daily log.
- Must be thoroughly familiar with all other responsibilities and limitations.

Ergonomic Requirements

- Must be capable of walking for extended periods of time in varying weather conditions.
- Must report for duty ten (10) minutes prior to shift to be briefed by the Student Patrol Supervisor.
- Must be available to assist Public Safety in directing traffic, parking cars, or assisting at special college events.

Hours

8 to 12 hours weekly (8:00pm to 12:00am on Wednesday and Thursday nights, and 10:30pm to 2:30am Friday and Saturday nights. Camera shifts and foot / bike patrols are all assigned within this times.)

Qualification Standards

- Must be in good physical condition.
- Must possess high moral standards.
- Must possess good verbal and written communications skills.
- Must be willing to comply with all regulations in place concerning the Student Patrol mission.
- Must be able to successfully pass a thorough background investigation.