**Definition of Class**

This is a non-supervisory, sworn police officer position in which the incumbent serves in an administrative capacity with the Department of Parking and Transportation Services and as an officer with University Police and Campus Safety. Duties include monitoring and regulating campus parking, conducting training for parking and transportation programs; preparing reports, and assisting University Police and Campus Safety with special details. This position reports to the Director of Parking and Transportation Services with oversight by the Chief of Police.

**Examples of Work Performed**

- Patrols campus to ensure employee, student, and visitor vehicles are parked in designated lots with the proper permit; monitors lots and metered spaces for overtime parking, and issues citations when violations occur.
- Prepares incident reports and any other reports as assigned.
- Authorizes vehicle towing and bicycle impoundments.
- Facilitate training of parking and transportation safety programs.
- Interprets and applies law, policy, and procedures related to law enforcement and Parking & Transportation Services.
- Assists University Police and Campus Safety with special details and other related law enforcement duties, as assigned.
- Attends law enforcement training; maintains appropriate certifications; and stays abreast of new and amended laws, policies, and procedures.
- Performs security details and other activities for University events.
- Maintains public confidence and support by emphasizing public relations through the promotion of the Department of Parking and Transportation Services.
- Provides support to customer service personnel in an effort to enhance patron experience and manages crowd control.
- Assists with the oversight of Traffic Officers. Assigns duties in the absence of the immediate supervisor and provides guidance and support of daily tasks.
- Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Monitors parking on campus to ensure compliance with rules and regulations.
2. Issues citations and authorizes towing and impoundments when violations occur.
3. Provides law enforcement support to University Police and Campus Safety.

4. Prepares reports and assists with administrative duties.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close, color, and distant vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; stand; walk; use hands to finger, handle, or feel objects; climb, balance, stoop, kneel, crouch, or bend; and to reach with hands and arms. Incumbent is occasionally required to taste, or smell; and run.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED)

  AND

- **Experience:**
  Two (2) years of law enforcement or police experience related to the above described duties.

- **Certification:**
  Certification with the Mississippi Board of Law Enforcement Office Standards and Training within the first year of employment.

- **Licensure:**
  Must have a valid State of Mississippi driver’s license within first thirty (30) days of employment.

- **Additional Requirement:**
  Must be 21 years of age and a U.S. citizen.

**Background Check Requirements**
This position requires a background check upon hire.
Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.