Job Opportunities
University of the District of Columbia (UDC)

Position: Police Officer

Salary Range: AD-083 12/01-08 $32,715 - $41,500 Per Annum

Location: Van Ness Campus

Announcement Number: 06-69

Date: 10-23-2006

Closing Date: Open Until Filled

Areas of Consideration: Nation-wide

Responsible to: Supervisory Police Officer
Office of Campus Police
Vice President, Public Safety & Emergency Management, University Operations

Brief Description of Duties

Preserves and maintains law and order; observes, reports, and responds to illegal and unauthorized activity occurring on University owned and controlled premises through enforcement of University policies, procedures and protocols and the District of Columbia official code.

Safeguards University owned and controlled buildings, facilities, and premises. Responsible for access control through manual locking and unlocking of facilities and continual monitoring and inspecting.

Conducts preliminary and follow up investigations; responds to, and investigates, unusual, suspicious, criminal, and non-criminal activity. Prepares and submits written reports, to include: criminal, non-criminal (informational), supplemental (follow up) incident reports, and vehicular and traffic citations.

Provides customer service and public assistance, while serving the University community and constituents, which include students, faculty, staff, visitors and the general public.

Employs proper interview techniques associated with conducting investigations and preparing reports. Follows departmental procedures in preserving evidence of the crime scene.

(see reverse side)

University of the District of Columbia is an equal opportunity employer

Qualifications Required
A bachelor's degree in Police Science or a related field of study or possession of a high school diploma and one year of specialized experience is required. The one-year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that provided knowledge of a body of basic laws and regulations, law enforcement operations, practices, and techniques and involved responsibility for maintaining order and protecting life and property. In addition, applicant must have successfully completed a Federal, State, County, or Municipal Police Academy or comparable training course that included at least 40 classroom hours of instruction in police department procedures and methods, and local law and regulations. Applicant must be able to obtain and maintain Special Police Officer (SPO) status through the District of Columbia and meet the prescribed requirements and qualifications associated with SPO status to include firearms. Applicant must possess and maintain a valid driver's license throughout employment. Applicant must be able to obtain a valid District of Columbia Government driver's permit for driving D.C. Government vehicles. Applicants must be 21 years of age at time of application, provide proof of age with application materials and be a citizen of the United States.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is in the collective bargaining unit.

Please submit a UDC application and resume to:

Hattie Rogers  
University of the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008