DC HIRES VETS
"SERVING THOSE WHO SERVED"

JOB TITLE	Special Police Officer		
GRADE	CS-083-06	SALARY RANGE	$49,002-$60,702

JOB SUMMARY

The District of Columbia Public Library system is comprised of over 26 branches and buildings within the District of Columbia. The DCPL system employs over 600 employees dispersed throughout the District in various library facilities.This position is assigned to the Office of Public Safety/Police (OPS) within the District of Columbia Public Library (DCPL). The Office of Public Safety/Police (OPS) is responsible for safeguarding lives and property of DCPL by providing a safe/secure environment for the employees and the general public while on DCPL properties throughout the city. The position serves as a Special Police Officer and is responsible for safeguarding lives and library property.

DUTIES AND RESPONSIBILITIES

Patrol and maintain law and order by observing, reporting, and responding to illegal and unauthorized activity occurring on DCPL owned and controlled premises. This occurs by using the District laws and ordinances, Federal laws, DCPL policies, procedures, and protocols (DCPL Behavioral Guidelines), and the District of Columbia Official Code. Respond to calls from citizens, library patrons, and employees in cases of criminal activity and violations of the DCPL behavioral guidelines. Investigates circumstances of the call, determines if arrest or other action is warranted. If necessary, arrest, handcuffs, and process suspect including advising suspect(s) of rights under Miranda ruling. Interview witnesses and victims. Request Metropolitan Police Department (MPD) transport if needed. Complete appropriate reports and exercise full count presentment authority as arresting officer. Participate actively in prosecutions. Examine, inspect, and test the locking devices of safe, vaults, metal cabinets, and doors where confidential and restricted materials are stored, e.g., personnel records, budget records, administrative materials etc. Monitor technology security equipment to include video cameras, intrusion alarms, duress alarms, and access control devises for the library's property and takes appropriate action. Participate in fire, civil defense, and other emergency drills and authentic evacuations including bomb threat calls. Coordinate with proper authorities and agencies for said calls. Ensure staff is made aware of safety and security violations and that evacuations takes place. Assist MPD, Federal law agencies, the other enforcement agencies as needed. This can include serving warrants, identifying suspects, assisting with investigations, crowd control, and arresting wanted persons known or suspected to have sought refuge on library premises. Operate a government vehicle in order to respond to library locations and accidents involving library employees driving government vehicles. Provide appropriate investigation, law enforcement action if needed, and documentation. Arrange and control parking lot traffic and issues citations to illegally parked vehicles. Attend meetings, seminars and other training classes to maintain current knowledge of criminal laws and civil laws, as well as technical skills in order to remain proficient in the performance of law enforcement duties. Must be able to successfully complete/pass these training

QUALIFICATIONS AND EDUCATION

The incumbent must possess a High School Diploma or GED plus a minimum of 1 year of relevant experience. Experience working in a law enforcement capacity preferred. The incumbent is required to be a commissioned armed Special Police Officer (SPO) within District of Columbia by MPD and actively maintain that commission. Firearms qualification/certification will be maintained based on the requirements supplied by MPD. Maintain a valid Motor Vehicle Operator's Permit issued in the state of residence.