

The background of the slide is a repeating pattern of the American University logo, which consists of the letters 'AU' in a stylized font, with the 'A' in blue and the 'U' in red, set against a white background. This pattern is overlaid on a light blue background.

AMERICAN UNIVERSITY POLICE DEPARTMENT

**POLICE OFFICER & UNIVERSITY DISPATCHER
APPLICANT ORIENTATION PRESENTATION**

AU Police Recruitment Team

202-885-2696

www.american.edu/publicsafety

About American University

American University is a private, co-educational, and Methodist affiliated institution famous for academic programs in international service, public policy and public affairs, international law and human rights. American University is located in a residential neighborhood of northwest Washington, DC and was chartered by Congress in 1893.

American University is cosmopolitan and globally diverse, with all 50 states, the District of Columbia, and 140 countries represented. Seven percent of undergraduates and 13 percent of graduate students are international.

About American University

American University's 90-acre campus consists of:

- Main campus at 4400 Massachusetts Avenue, NW
- Tenley campus at 4300 Nebraska Avenue and new home of AU Washington College of Law
- East Campus – new home to AU Police Department early 2017
- Spring Valley Building
- WAMU
- 51 buildings to include 10 residence halls, and 41 academic and administrative buildings

About American University

American University has the makings of it's own little city right in the District of Columbia. According to stats in 2015, AU population includes:

- 7,259 Undergraduate Students
- 3,643 Graduate Students
- 1,469 Law Students
- 829 Non-degree, certificate, Washington Semester, AU Abroad Students
- 862 Full-Time Faculty
- 1,700 Full-Time and Part-Time Staff

About American University Police Department

- AU Police Department is a component of the University's Office of Finance & Treasurer.
- AU Police is under the Direction of Phil Morse, Executive Director of University Police & Emergency Management. Under his direction are the following Units:
 - Police Operations and Communications (*Police Officers, Dispatchers*)
 - Police Administration (*Administrative Staff, Recruitment, Property & Evidence, Finance*)
 - Investigations and Threat Assessment (*Investigators*)
 - Physical Security (*Access Control, Technology Campus Security & Lockshop*)

AU Police Department Strategic Plan

- American University Police Department is growing and is right on schedule with it's 5 year strategic plan.
- Early 2017, AUPD will be moving to it's new facility located at East Campus
 - New Emergency Operations Center
 - Roll Call Training Room
 - Full-Size Locker Rooms
 - Interview and Arrest Processing Rooms
 - New sallyport and extended parking
- With these changes, there is an opportunity for growth within the Department into new and exciting positions.

Authority & Commissioning Process

- Officers are commissioned by DC Metropolitan Police Department, Security Officer Management Branch (SOMB)
 - SOMB conducts a background check
 - SOMB issues the University Special Police Officer Commission
- University Special Police Officers are required to attend 250 hours of basic training
 - Training provided by the DC Consortium of Universities, Campus Public Safety Institute
 - Law Enforcement Certification may be substituted for the requirement
- University Special Police Officers have arrest authority on all property owned and controlled by American University.

Police Officer Position Description

- Reporting and Shift Assignment:
 - Each officer reports to a Sergeant
 - Officers are assigned to 1 of 3 shifts in accordance with departmental need
 - 8 hour shifts, fixed days off
 - Overtime (mandatory and voluntary) throughout the year
- Duties
 - Patrol via car, bicycle, & foot
 - Write Incident Reports
 - Investigation, Arrest & Student Conduct
 - Crime Prevention & Community Policing
- Uniform & Equipment
 - Navy Blue BDU Uniforms
 - Non-Lethal Weapons/Equipment (OC Spray, Baton, Handcuffs, Flashlight)
 - Uniforms and equipment are provided by the Department at no cost to the Officer.
- In-Service Training
 - Bi-annual Legal and Defensive Tactics Update
 - Crisis Intervention, Self-Defense, Instructor, Field Training Officer Specialty Training

University Police Dispatcher Description

- Reporting and Shift Assignment:
 - Reports to the Sergeant
 - 8 hour shifts fixed days off
 - Dispatchers are assigned to 1 of 3 shifts in accordance with departmental need
 - Overtime (mandatory and voluntary) throughout the year
- Duties
 - Answer and log emergency and non-emergency phones
 - Dispatch appropriate response via radio
 - Maintain a log of department activity in the Computer Aided Dispatch (CAD) system
 - Send emergency alerts to the campus community
 - Monitor CCTV and security alarms
- Uniform
 - Navy Blue Flying Cross BDU pants, Boots and Gray 5.11 Polo shirt supplied by the department
- Training
 - In house training for new dispatchers
 - Human Resources Orientation/Training, Uniforms, Familiarization, APCO Certification and 9-12 week field training

Quick Facts: AU Benefits

- AU offers a great comprehensive benefits package competitive with most government agencies.
- AU offers Medical, Dental, & Vision Insurance from the following vendors:
 - CareFirst BlueChoice (PPO)
 - Kaiser Permanente (HMO)
 - Delta Dental
- AU also offers 200% retirement match after 1st year of employment. *For example, you contribute 1%, AU will contribute 2% for a total of 3%.*
- Family & Medical Leave
- Group Legal
- Group Auto/Home/Life Insurance

Quick Facts: AU Benefits

- AU offers college tuition for you, your spouse, domestic partner or children.
- Annual, Sick and Holiday Leave
 - *AUPD is open and operating 24-hrs/day, 7 days a week, 365 days a year. Police Officers and University Police Dispatchers are considered essential personnel and unfortunately do not get traditional holiday leave. During holidays, Officers and Dispatchers working during those days are paid overtime rate of time and a half. During AU winter break (the week of Christmas to New Year's, Officers and Dispatchers working during that time are paid at a double time rate.*
- 100% salary paid for short term disability
- AU also offers Pet Insurance for your pets

Hiring Process: Next Steps

- Following this presentation, you will proceed with the screening interview and testing phase of the process.
- Our assessment tests are powered by *HireSelect* and are vetted thru the Department of Labor.
- You will complete the following:
 - Initial Screening Interview Questionnaire
 - Police Sample Writing Assessment – *assesses basic writing skills and reading comprehension*
 - Criteria Basic Skills Test (CBST) – *assesses basic reading and math skills*
 - Employee Personality Profile (EPP) – *assesses personality traits and customer service skills*

Hiring Process: Next Steps

- After completing the online assessments, your results will be evaluated by the AUPD Recruitment Team.
- If selected to move forward in the process, you will be invited by AUPD Recruitment Team to come in for an in-person Panel Interview.
- If selected for the position, you will receive a conditional offer of employment contingent upon successful completion of a background check and drug screening.

Hiring Process: Next Steps

- The background consists of:
 - Dispatchers - HR Criminal Background and Reference Check
 - Police Officers - HR/In-depth Criminal Background Check by a Background Investigator
- Upon successful completion of background investigation and Reference check, you will be given a final offer of employment and a start date.
- Background investigations can take from 2-5 weeks.

END OF PRESENTATION

Thank you for learning more about American University and AU Police Department.

Please proceed to the next step.

If you have any questions about the presentation, benefits or position, please contact AUPD Recruitment Team at

202-885-2696

or email

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