



POSITION ANNOUNCEMENT

Part Time Police Patrol Officer

NICTD intends to hire part-time police patrol officers to pro-actively serve and protect the passengers, employees, and infrastructure of the South Shore Line commuter railroad service. As Indiana's only municipal transit police department, NICTD Transit Police are responsible for the safety and security of approximately 3.6 million passengers annually and a 90 mile rail system that extends from the South Bend Regional Airport to downtown Chicago. Police headquarters are located in East Chicago, Indiana. Officers have bi-state law enforcement authority for Indiana and Illinois. **NICTD welcomes and values diversity among its employees. All qualified officers irrespective of race, creed, national origin, or gender are actively encouraged to consider service as a NICTD patrol officer. Note: All candidates, irrespective of military or civilian experience, must also possess a current Police Officer Certification in good standing from the Indiana Law Enforcement Training Board. This means that a candidate must be a graduate of the Indiana Law Enforcement Academy, Northwest Indiana Law Enforcement Academy, or other Indiana approved law enforcement academy.**

Position Description:

- Pro-actively patrol all NICTD owned and operated facilities.
- Pro-actively promote safety and ensure compliance with criminal laws as they pertain to railroad property in Indiana and Illinois.

- Partner with local law enforcement jurisdictions and emergency responders to ensure a safe transit environment.
- Work indoors and outside, in all types of weather, on foot, in patrol vehicles, and on trains.
- Other tasks as assigned by the Chief of Police.

Position Requirements:

Mandatory: To be considered for this opportunity, officers must have at least two (2) years of recent prior law enforcement service with at least one (1) year of recent actual patrol service. Military veterans not meeting this civilian experience requirement may substitute relevant military police experience for civilian experience. However, all applicants, irrespective of military or civilian experience, **must also possess a current Police Officer Certification in good standing from the Indiana Law Enforcement Training Board. This means that a candidate must be a graduate of the Indiana Law Enforcement Academy, Northwest Indiana Law Enforcement Academy, or other Indiana approved law enforcement academy.**

Skills preferred, but not required, include:

- (a) Community policing.
- (b) Experience with Microsoft Office Suite and Spillman record management systems.
- (c) Fluency in a foreign language.
- (d) Transportation Security Administration training from the U.S. Department of Homeland Security.
- (e) Ability to work and communicate effectively in highly stressful conditions.
- (f) Demonstrated superior interpersonal skills; ability to work with fellow employees and passengers, and other parties in the general public.
- (g) Valid driver's license with a safe and insurable driving record.
- (h) Willingness to work varied shift hours, varied days off, holidays.

- (i) Superior record concerning safety attitude, attendance, and work performance.
- (j) Ability to multi-task among competing short term priorities while maintaining a pleasant disposition.
- (k) Must successfully pass a post-offer employment physical and background investigation including, but not limited to, drug, alcohol, and psychological evaluations.

Schedule: This work has varying schedules that include night, weekend, and holiday assignments. Schedules vary from four (4) to twelve (12) hour shifts depending on officer availability and the needs of the service. While not frequent, patrol officers may be requested to respond on short notice to operational exigencies or as directed by the Chief of Police. More information on the specifics regarding availability can be obtained during the interview process.

Supervision: The position reports to the Chief of Police.

Salary and Benefits: Part time patrol officers receive:

- \$35.00 per hour, less appropriate taxes.
- Social Security employer contributions.
- Uniform allowance.

Details are available during the interview process.

How To Apply: Submit a written resume outlining training, experience, and work history to: NICTD Police Patrol Officer Opportunity, Attn: Director – HR&LR, 601 North Roeske Avenue, Michigan City, IN 46360. A cover letter outlining the reasons why you are interested in this assignment and why you believe you are best qualified is encouraged but not required. **This is a rolling application process. Apply early for best consideration. NICTD reserves the option to close this opportunity at any time and without advance notice.** You may send the documents by mail, overnight delivery, hand delivery, or e-mail to: bjarne.henderson@nictd.com. Late letters and/or resumes will not be accepted. Phone calls and walk-ins expressing interest are not acceptable. The District assumes no responsibility for late or undelivered mail or e-mails. Persons who desire to assure delivery of their request for consideration are encouraged to hand deliver their materials or send them by certified mail.

Questions: Contact Bjarne Henderson, NICTD Director of Human Resources & Labor Relations, at (219) 874-4221, ext. 223, if you have questions about this specific opportunity or notice. Do not use this number for questions or information on other posted positions or opportunities.

NICTD is an Equal Opportunity Employer