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## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

### FULL TIME PATROL OFFICER

NICTD intends to hire two (2) full time Patrol Officers to 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. **Note: All candidates, irrespective of military or civilian experience, must also possess a current Tier 1 Police Officer Certification in good standing from the Indiana Law Enforcement Training Board. The District does not accept Illinois credentials, railroad credentials, or Tier 2 Indiana credentials. The District also is unable to hire officers pending Tier 1 certification.** Qualified officers are encouraged to apply at their earliest opportunity.

**Description:**

- Pro-actively patrol all NICTD owned and operated facilities.
- Investigate crimes and accidents.
- 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 cars, and on trains.
- Other tasks as assigned by the Chief of Police.

**Position Requirements:**

**Mandatory:** The successful candidate must have at least two (2) recent years of prior law enforcement service with at least one (1) recent year of actual patrol service. Military veteran candidates not meeting this civilian experience requirement may substitute relevant military police experience for civilian experience. **However, all candidates, irrespective of military or civilian experience, must also possess a current Tier 1 Police Officer Certification in good standing from the Indiana Law Enforcement Training Board. First preference is for candidates who are vaccinated for COVID-19 or who have evidence of a bona fide medical or religious exemption from the vaccine. Candidates who are presently undergoing vaccination for COVID-19 also receive first preference in consideration.**

**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, and extended hours as may be needed to respond to operational circumstances.

- (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.
- (l) Successful candidates who receive offers must complete a one (1) year probationary period so as to confirm their stated skills and appropriate demeanor for a police officer.

**Schedule:** This work has varying schedules that include night, weekend, and holiday assignments. Mandatory overtime may be required consistent with the needs of the District. Schedules under normal circumstances are seven 12 hour shifts per two week pay period plus varying amounts of overtime depending on officer availability and the needs of the service. While not frequent, patrol officers may need 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:** Full time patrol officers receive:

- \$63,057 is the current annual salary based on a forty (40) hours of service work week. Hourly overtime rates apply when scheduled above forty (40) hours per week to meet the needs of the service for special events or other mandatory overtime.
- Indiana Public Employees Retirement Fund (**NOT the 1977 Police and Fire Fund**).
- Social Security.
- Supplemental pension plan after one year of service. Officers receive a contribution amount equal to eight (8) percent of their annual scheduled salary, paid in installments quarterly in arrears. There is no matching requirement to receive this benefit.
- Vacation (Three weeks annually from date of hire to 10 years of service. Four weeks annually from 10 years to 20 years of service. Five weeks annually after 20 years.).
- Holidays (police receive compensation for 11 holidays a year).

- Health club partial reimbursement and clothing allowance.
- Continuing education reimbursement.
- Health, dental, vision and life insurance for the officer, spouse, and dependents. Officer contribution for self and family can be as low as \$0 per month depending on the officer's participation in voluntary wellness program initiatives.
- Take home squad car program.
- Weapons supplied; expense allowance for on-duty uniforms.

Details are available during the interview process. Relocation benefits are not available.

**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. Your resume and cover letter must be received at 601 North Roeske Avenue, Michigan City, IN, 46360, no later than 5 p.m., on Friday, June 17, 2022. You may send the documents by mail, overnight delivery, hand delivery, or e-mail to: [bjarne.henderson@nictd.com](mailto: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. **Apply early; the District reserves the option to close the application period before the stated deadline in the event that a satisfactory candidate is identified and selected for employment.**

**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***