

JOB DESCRIPTION

(Classified Employee)

Job Title: Police Officer

Date: April, 1997

Job Code: 1440

Statement of the Job

Employee performs skilled, complicated and confidential police work to protect life and property; enforce University regulations, Federal, State, and local laws; and detect and apprehend violators. Work is accomplished within departmental procedures but judgment and initiative are frequently exercised.

Duties of the Job

- *1. Patrols campus on foot or in a motor vehicle to detect suspicious incidents and public safety and security hazards.
- *2. Investigates and corrects suspicious incidents and public safety and security hazards.
- *3. Investigates minor and major complaints and prepares documentation.
- *4. Submits daily report of activities.
- *5. Directs traffic, enforces traffic and parking regulations and issues tickets to violators.
- *6. Maintains crowd control at University events.
- *7. Takes predetermined action and renders first aid in emergencies such as accidents, fire and illness.
- *8. Controls disorderly and dangerous persons.
- 9. Operates computer equipment.
- 10. Admits authorized persons to University facilities, unlocks doors, and checks facilities for damage.
- 11. Counsels and refers to appropriate agencies the victims of criminal activities or others in crisis.
- 12. Arrests individuals for violations of the State criminal law.
- 13. Guards officials and visiting dignitaries.
- 14. Escorts personnel making deposits of University money.
- 15. Trains and monitors the performance of new police officers, and/or supervises other officers on a shift or detail in the absence of a sergeant.
- 16. Testifies as prosecuting officer at criminal court trials.
- 17. Disseminates crime prevention and safety information to University groups.
- 18. Drives the ambulance.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION

(Classified Employees)

Job Title Police Officer

Job Code No. 1440

Wage Grade 24

Total Points 458

FACTOR	DEGREE	POINTS
1. Knowledge and Skills Specialized knowledge to analyze and solve complex problems.	5	180
2. Effort I. Mental and Visual Effort Concentrated, exacting mental and visual effort to plan and perform complex work. II. Physical Effort Moderate physical effort or frequent fine motor control in work requiring extremely close tolerances.	5 3	40 30
3. Responsibility for Cost Control Sustained high degree of attention required to prevent damage or waste.	4	32
4. Responsibility for Others I. Injury to Others Extreme care and attention required to prevent physical injuries. II. Supervisory Responsibility Assigns, reviews, and checks work of regular employees during a minor portion of the time; and/or supervises student or temporary employees during a major portion of the time. III. Sensitive Information and Records Significant discretion in creating, processing and controlling highly sensitive information.	5 3 5	40 24 40
5. Working Conditions Frequent exposure to circumstances which can cause total disability or death.	4	40
6. Responsibility for External and Internal Relations Frequent, important external and/or internal contacts.	4	32

