

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:02:50 PM
Official Title:	Campus Police Officer Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	753806
Job Family:	Public Safety

JOB SUMMARY

The Campus Police Officer establishes and maintains a safe atmosphere for the faculty, staff, students, and visitors at an institution by providing police and security services in accordance with all applicable federal, state and local regulations.

NATURE OF WORK

This position is a sworn officer as well as firearms qualified. The Campus Police Officer is responsible for patrolling designated areas by vehicle and foot to identify and report safety hazards, detect violations of laws and ordinances, and identify wanted vehicles, persons, and unusual conditions. Job responsibilities require the ability to comprehend laws, ordinances, rules, and regulations as well as to maintain composure and demonstrate appropriate professionalism and restraint at all times. Work is performed under limited supervision, working within established guidelines and traditional practice. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Patrols designated areas by vehicle and foot to identify and report safety hazards, detect violations of laws and ordinances, and identify wanted vehicles, persons, and unusual conditions.

Responds to calls for assistance and emergency service; takes action as directed. Assists in preliminary and follow-up investigations by interviewing and obtaining statements. Assists in collecting and preserving evidence.

Assists in surveillance and in serving warrants and summonses.

Assists in apprehending, detaining, and processing violators. Performs searches, detains vehicles and persons, and makes arrest when institutional authority and state certification are presents.

Interacts with campus community and establishes rapport with public.

Operates a variety of communication equipment to obtain, report, and verify information. Prepares and completes a variety of detailed reports and forms to support investigations. Assists in the preparation of cases; appears and testifies in court.

Enforces laws, ordinances, and institutional regulations.

Operates and utilizes a variety of law enforcement equipment such as firearms, self-defense tools and criminal detection devices.

Performs other job related duties as assigned.

Additional Responsibilities

May direct traffic.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Associate's degree, or vocational or technical school degree	Criminal Justice or a related field	X		
Vocational or technical training	West Virginia's Basic Law Enforcement Academy completion, which requires the applicant to pass a physical examination and be within a certain height and weight range	X		
Additional Experience				
Check here if experience may substitute for some of the above education and describe how.				
X				
Work Experience				
Experience	Experience Details	Req	Pref	
No experience		X		
Minimum 6 months	Related experience		X	