

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:02:32 PM
Official Title:	Campus Police Officer Lead Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	753568
Job Family:	Public Safety

JOB SUMMARY

The Campus Police Officer Lead provides leadership and direction to all patrol, enforcement, community services, and other activities of an assigned shift in the Campus Police Supervisor's absence, as well as serves as the lead to lower-level Campus Police Officers on regular shifts.

NATURE OF WORK

This position is responsible for performing the same duties as lower-level Campus Police Officers, but differs from other Officers by assuming a greater level of responsibility for public safety regarding supervisory and leadership duties. Additional responsibilities may include providing assistance to the Investigations Unit in ongoing investigations. Job responsibilities require a thorough knowledge of law enforcement and security methods including community policing, crowd control principles and investigative procedures, as well as the ability to apply knowledge, experience, and reason to arrive at prompt and effective decisions for both routine and critical situations. Work is performed under limited supervision, working from established policies, procedures, and objectives. Problems faced in this position are highly varied, requiring substantial analytical and evaluative thinking, due to the nature of significant intangibles or uncertainties. Decisions and recommendations made involve non-routine situations within established protocols/policies, and 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

Performs lead officer duties such as: assisting in the supervision of routine operations and staff, determining work priorities, and evaluating staff.

Serves as a specialist performing assignments requiring additional or advanced training or experience such as crime prevention, criminal investigations or special events.

Leads and directs the response efforts to calls for service, including crimes in progress, reports of crimes or suspicious circumstances.

Functions as a shift supervisor in the absence of the Campus Police Supervisor, spending a substantial amount of time performing the same duties of and serving as a lead to Campus Police Officers.

Performs all the duties of lower-level Campus Police Officers.

Performs other job related duties as assigned.

Additional Responsibilities

May develop and conduct training sessions.

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	
1 year +	Directly related policing experience	X		