

MASTER SPECIFICATION

JOB INFORMATION

Date:	8/29/2017 10:34:56 AM
Official Title:	Campus Police Officer Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	753149
Job Family:	Public Safety

JOB SUMMARY

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

NATURE OF WORK

The Campus Police Officer Senior is responsible for directing program objectives to protect the lives and property of students, faculty, staff, visitors, and the institutional community through the efficient and effective delivery of public safety services. 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 communicate clearly and concisely, both orally and in writing. 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 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

Enforces and assists in coordinating enforcement of applicable laws on assigned premises; identifies violators, issues warnings and citations, initiates student disciplinary proceedings and/or makes arrests as warranted; coordinates with external law enforcement agencies regarding responsibilities and responses.

Responds to and coordinates response to calls for service, including crimes in progress, reports of crimes or suspicious circumstances.

Participates in the development and implementation of goals, objectives, policies, and priorities for safety and security functions and programs.

Recommends, within divisional/departamental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

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.

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.

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

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
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		
Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Directly related policing experience	X		