

MASTER SPECIFICATION

JOB INFORMATION

Date:	8/29/2017 10:42:16 AM
Official Title:	Campus Police Officer Supervisor Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 7
Scheduled Hours	
Job Code:	753569
Job Family:	Public Safety

JOB SUMMARY

The Campus Police Officer Supervisor oversees all patrol, protects students, employees, and property from any preventable harm or danger. This position engages in a variety of police activities such as patrolling, investigation, law enforcement, crime prevention and detection.

NATURE OF WORK

The Campus Police Officer Supervisor is responsible for supervising all patrol, enforcement, community services, and other activities of assigned shift, in addition to ensuring appropriate routine coverage of the area as well as swift effective response to emergencies and calls for assistance. The Campus Police Officer Supervisor handles hiring and disciplinary decisions and works closely with the Manager of Law Enforcement Training to schedule and ensure the training needs of officers in the unit. Additional job responsibilities may include completing performance and duty evaluations, performing the same duties as other Officers on shift, and 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 communicate clearly and concisely, both orally and in writing. Under general direction, The Campus Police Officer Supervisor is accountable for independently managing and communicating long-term direction and achieving broad strategies within the functional area. Problems faced in this position are highly varied, requiring analytical and evaluative thinking, due to the nature of significant intangibles or uncertainties. Decisions major 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

- Supervises department personnel to ensure compliance with laws, standards, policies, and procedures. Prepares employee performance evaluations.
- Plans, assigns, and reviews work, evaluates performance, recommends disciplinary action, and provides training and special instruction to personnel.
- Assists in development and implementation of policies and procedures.
- Performs a variety of routine and non-routine administrative duties, as assigned.
- Represents the department and institution in internal and external settings, as assigned.
- Performs law enforcement duties, including but not limited to, enforcing laws, rules, and regulations, issuing citations, making arrests, and conducting investigations.
- Plans and coordinates police support for special events, as assigned.
- Performs other job related duties as assigned.

Additional Responsibilities

May assist the Investigations Unit in ongoing investigations.

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>
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		
Associate's degree, or vocational or technical school degree	Criminal Justice or a related field	X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3 year +	Directly related policing experience	X		