

| | | | | |
|--|---|--|---|---|
| Patrol University property and control crowds and traffic | Respond to complaints of criminal occurrences and hazardous conditions; conduct and report on investigations of criminal and non-criminal matters | Trains and instructs officers on work procedures and policies | Communicates and enforces university policies and procedures; analyzes problems and resolves them by taking prompt corrective actions | Assist in fiscal management and human resource programs |
| Secures and opens buildings, responds to service calls, assists emergency services personnel as needed | Observe traffic hazards and conditions and act to correct them; direct traffic, investigate accidents, enforce traffic and parking codes | Assists in selection, evaluation, problem resolution, and other personnel actions | Assesses critical emergency situations and makes decisions on necessary and appropriate actions | Manage the professional standards of the department including recruitment, selection, training, accreditation, and performance appraisals |
| Enforces traffic laws and patrols parking lots, issues parking violations | Make arrests for law violations, prepare forms, and testify in court | Insure accountability and condition of firearms, keys, radios, vehicles | Monitors behavior and actions of subordinates and implements discipline in accordance with departmental policies and procedures; reviews, maintains, and approves incident and other required reports | Assesses personnel actions recommended by Lieutenants, makes decisions, and implements such decisions as appropriate |
| Provides emergency medical services by giving first aid and transporting injured individuals | Transport prisoners, locate and secure treatment for lost/self-endangering persons | Fills in as Communications Specialist when necessary by monitoring telephone/radio communications, NCIC computer, central alarm system | Monitors and maintains work hours and leave requests for subordinates; monitors radio transmissions and activities of subordinates | Supervises the department in the absence of the Chief of Police |
| Writes accurate reports including criminal, noncriminal, fire, EMS, alcohol, and shift reports | Exposed to law enforcement hazards under variable weather conditions and subject to varying shift schedules and times | Exposed to law enforcement hazards under variable weather conditions and subject to varying shift schedules and times | Exposed to law enforcement hazards under variable weather conditions and subject to varying shift schedules and times | Represent the Chief of Police and the department while serving on University committees, and at meetings and public hearings |

Organizational Impact

The results of actions may have a measurable impact on the image and operations of the University.

The results of actions may have a significant impact on the department's operations and the overall image of the University.

The results of actions may have a significant impact on the department's operations and the overall image of the University.

The results of actions and decisions may have a significant impact on substantial segments of the department's operations and finances as well as on the overall image of the University.

The results of actions and decisions may have a significant impact on substantial segments of the department's operations and finances as well as on the overall image of the University.

Problem Solving

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies, procedures, and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor. Judgment and decisions are critical in that they can result in severe bodily harm to themselves and others.

Required to have an understanding of policies, procedures, and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Judgment and decisions are critical in that they can result in severe bodily harm to themselves and others.

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing policies and systems to address unique situations. Judgments and decisions are critical in that they can result in severe bodily harm to themselves and others.

The job consists of major organizational accountabilities requiring the formulation of new approaches. Problems have broad University implications and require significant inductive thinking. Solutions may establish new policy direction. Independently establishes goals and objectives for higher level review. Judgment and decisions are critical in that they can result in severe bodily harm to themselves and others.

Supervision

May be involved in the scheduling and work assignment for other non-exempt employees.

May be involved in the training, scheduling, and work assignment for other non-exempt employees.

Orientation, training, work assignment and review, input into performance appraisal for subordinates.

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

Selection and hiring, staff development, work planning, performance management and responsibility for initiating various personnel actions for exempt and non-exempt employees.

Contact Level

Answers questions and provides information as requested by individuals within or outside University community. Interacts with all levels while resolving emergencies and incidents. This interaction may include interpreting and explaining ideas and concepts as well as solving problems.

Interacts with various levels within or outside the University community. The interaction may include interpreting and explaining ideas and concepts, solving problems and coordinating projects, as well as responding to complaints and situations that may involve aggravated and potentially dangerous encounters.

Interacts with various levels within or outside the University community. The interaction may include interpreting and explaining ideas and concepts, solving problems and coordinating projects, as well as responding to complaints and situations that may involve aggravated and potentially dangerous encounters.

Interacts with various levels within or outside the University community. This interaction may include interpreting and explaining ideas and concepts, solving problems and coordinating projects, as well as responding to complaints and situations that may involve aggravated and potentially dangerous encounters.

Handles difficult and complex situations with tact and diplomacy to maintain a service oriented environment. Interaction is across all levels of University and outside public.

Financial Budget

Does not participate in budget preparation. Does issue fines for violations of laws and regulations.

Does not participate in budget preparation. Does issue fines for violations of laws and regulations.

Analyzes budgetary data, verifies figures, prepares necessary documentation for supervisory review/approval. May authorize requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.

Prepares and monitors budget, analyzes requisitions for conformance to budget, and compliance with specific requirements and recommends for approval.

Directs preparation of budget with near total responsibility for planning, forecasting and approval. Authorizes and approves purchases requisitions and reimbursements.