



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Law Enforcement Occupation

**CLASSIFICATION CODE/PAY GRADE:**

26614/L1

**BARGAINING UNIT:**

Excluded

**Law Enforcement Officer Supervisor (Lieutenant)**

**SERIES PURPOSE:** The purpose of the Law Enforcement Occupation is to dispatch officers to protect lives and property, prevent crimes, and enforce laws and/or to protect lives and property, prevent crimes, and enforce laws. Incumbents patrol grounds and buildings and perform security functions and/or dispatch officers to patrol grounds and buildings and perform security functions.

**CLASS CONCEPT:** The class works under administrative supervision from the Chief of Police of the Youngstown State University (YSU) Police department; accomplishes departmental missions and goals through supervision of lower-level university law enforcement officers and coordination of law enforcement activities of team or work unit at YSU.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Supervises police officers, dispatchers, and other personnel assigned to shift and/or special activity plans; assigns and reviews work; evaluates performance; recommends disciplinary action; provides on-the-job training and special instruction for personnel; coordinates police activities with local law enforcement agencies.

Patrols grounds and buildings; enforces laws, rules, and regulations; issues citations; apprehends and arrests violators; testifies in court; conducts and assists with criminal and accident investigations; personally investigates major crimes or unusual circumstances.

Performs related routine administrative duties; checks and completes reports; inspects vehicles and makes recommendations for potential future needs; arranges for equipment and vehicle maintenance; etc.

**Other Functions and Responsibilities:** Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

Effective 11/05/2024

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: criminal and civil law; rules and regulations dealing with universities; university law enforcement (i.e., patrolling and enforcement techniques, laws of evidence, methods of arrest, search and seizure and investigation, handling of prisoners); public and human relations; departmental regulations outlining standards of ethics and uniform dress and care; first-aid and emergency care; management; labor relations; manpower planning; employee training and development; direct supervision; safety practices; counseling; interviewing.

Skill in: use and maintenance of firearms and equipment.

Ability to: deal with many variables and determine specific action; use statistical analysis; write instructions and specification regarding proper uses of equipment and proper law enforcement procedures; gather, collate, and classify information about data, people, or things; establish friendly atmosphere as large section chief.

(\*)Developed after employment.

**MINIMUM QUALIFICATIONS:** High school diploma or GED; three (3) years' experience in all of the following: supervising shift personnel, implementing and enforcing departmental SOPs, conducting performance evaluations, employee discipline referrals, and making critical emergency decisions as a supervisor.

Valid Ohio Peace Officer Training Certification and valid Driver's License. Successful completion of the applicable University Sergeant probationary period.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** Basic Ohio Peace Officer Training Certification; LEADS Certification, if needed; must maintain physical requirements as established by division; must qualify annually with firearms and related equipment.

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform heavy work.

**HEAVY:** work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects. Work involves personal exposure to firearms, hazardous materials and inclement weather; exposed to blood at crash scenes; collects bodily fluids for testing; lifts injured people; exposed to traffic hazards; required to apprehend and arrest criminal violators; may physically subdue violators; may be required to work rotating shifts; on-call 24-hours per day.

**UNUSUAL WORKING CONDITIONS:** May work weekends and nights; works outside exposed to inclement weather; subject to call in emergency situations; exposed to unpredictable client behavior; may be exposed to physical attacks.