



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Law Enforcement Occupation

CLASSIFICATION CODE/PAY GRADE:

26612/P2

BARGAINING UNIT:

FOP

Police Officer

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 general supervision and requires working knowledge of security and law enforcement procedures and techniques in order to protect lives, secure buildings and property, or to patrol assigned area to protect lives and secure buildings and property.

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

Patrols grounds and buildings on foot and in car, protects lives of consumers/clients, visitors and employees, checks property for open doors, gates, windows, fires or other hazards, prevents crimes and enforces laws, rules and regulations, and checks identity of persons on grounds and nature of business.

Monitors traffic conditions and parking facilities to ensure efficient flow of traffic, checks parking permits, issues traffic tickets as necessary, carries firearms unless specifically prohibited and/or apprehends and arrests violators, files affidavits, serves warrants, and testifies in court as required.

Investigates complaints, conducts criminal and accident investigations, makes inquiries, documents findings and communicates with general public regarding sensitive issues.

Performs security functions at special events; makes emergency medical runs in patrol car or ambulance; escorts, protects, and assists visitors; performs other special service functions as directed; assists in handling/restraining, transporting, and checking curfew of consumers/clients; assists in opening/starting cars for employees and visitors having mechanical problems; conducts safety inspections of client and staff area; monitors traffic conditions and parking facilities to ensure efficient flow of traffic.

Conducts investigations of criminal or administrative nature and traffic accidents; makes inquiries and documents findings with general public regarding sensitive issues.

Apprehends, arrests, and processes criminal violators; files affidavits; serves warrants and subpoenas; appears in court and testifies in criminal proceedings; assists other law enforcement agencies.

Performs routine administrative duties related to police work; writes reports, answers telephone, relays messages, operates dispatch radio; reviews changes in laws and regulations and how to handle emergency situations.

OTHER FUNCTIONS AND RESPONSIBILITIES: 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: security and safety procedures and techniques*; investigation procedures and techniques*; state and federal regulations, policies and procedures related to law enforcement*; reporting procedures*; basic first aid techniques*; English vocabulary; fractions, decimals and percentages.

Skill in: operation of police equipment*; operation of firearms*.

Ability to: deal with variety of variables in somewhat unfamiliar context; orally present evidence in legal proceedings; read and understand technical material relating to police work; demonstrate physical fitness and agility.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High school diploma or GED; Basic Ohio Peace Officer Training Certification; Valid Driver's License. Probationary period is one year.

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.