

University Police

Job Code	Job Title	Pay Grade
4125L1	University Police Officer Trainee	19
4110L1	University Police Officer	21
9033L1	University Police Corporal	23
4111L1	University Police Sergeant	25
4114L1	University Police Detective	25
4112L1	University Police Lieutenant	28
4113L1	University Police Captain	30

CONCEPT:

This is commissioned law enforcement work providing police protection for a regents institution.

TASKS:

University Policy Officer Trainee

- Attends formal training sessions to develop knowledge of Kansas statutes and the practices and methods of basic law enforcement.
- Participates in on-the-job training in the performance of the following basic law enforcement activities:
- Observes building and offices, streets, etc., while on patrol to determine whether conditions appear in order. Checks exterior of premises for unusual signs which might indicate illegal entry, and speaks to occupants to assure that everything is in order. Identifies locations and times when criminal activity and/or traffic problems are most likely to occur in a particular district.
- Responds to emergency situations such as fires, injury accidents, hold up, fire and intrusion alarms, bomb and other threats, and initiates immediate action to control the situation.
- Maintains care and control of authorized equipment, vehicles and firearms. Decides when an emergency response is necessary.
- Collects, analyzes and verifies information from conversations with persons during patrol activity, emergency situations, and criminal offenses, and assesses the internal consistency and value of the information received. Completes written reports in compliance with departmental procedures, and makes oral reports as needed.
- Uses a variety of communication skills and special techniques to interact formally and informally with community groups. Provides information about police policies, procedures and techniques as they affect the public. Maintains good public relations with other law enforcement agencies.
- Considers circumstances of an observed or suspected violation of law and determines whether to initiate an investigation or to stop and frisk an individual, or whether probable cause exists to arrest and search an individual incident to arrest without a warrant, and make arrest or search.
- Directs and controls traffic flow and pedestrian movement on campus. Patrols streets and related areas to see that streets, drives and fire lanes are open and enforces observed traffic violations. Issues University parking citations at institutions where they are used, and issues moving traffic violations into municipal or district courts.
- Directs traffic flow at the accident scene, conduct an investigation as to its cause, photographs and sketches diagrams of accidents, and takes appropriate enforcement action.
- Performs surveillance operations. Locates, collects, handles and preserves physical evidence. Interviews complainants, witnesses and suspects.

University Police Officer

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University Police Corporal

- Alters work assignments to ensure adequate police protection is provided in the police sergeant's absence. Reports to on-coming supervisor on current activities and administrative directions issued during previous shift. Reads special orders and instructions at briefings and relays information to next shift.
- Assists the police sergeant in evaluating police officers by reviewing work of police officers through visual observation and written reports. Reviews and coordinates information obtained through investigations to ensure proper reporting and case classification.
- Inspects personnel and equipment for adherence to department standards. Enforces department rules and regulations as supervisor of other officers. Examines care and control of authorized equipment and vehicles, including firearms. Decides when an emergency response is necessary.
- Conducts initial and follow-up investigations of criminal or non-criminal situations, motor vehicle collisions, and disturbances. Enforces state law and city ordinances when appropriate. Exercises crime prevention measures.
- Instructs new police officers in the field training program and prepares daily evaluations to determine training progress and continued employment.
- Patrols an assigned area or function, observing and instructing police officers. Responds to major calls or complex situations where assistance is required. This activity may occur while employee is operating as shift supervisor during the absence of the police sergeant or as lead officer during the presence of the police sergeant.

University Police Sergeant

- Establishes work schedules and assignments, reviews work while in progress and checks completed work through visual observation and reports to assure that proper police protection is provided. Coordinates with oncoming supervisor on activities occurring and administrative directions issued during previous shift. Reads special orders and instructions at briefings, and passes on information to next shift.
- Inspects personnel and equipment for adherence to departmental standards. Enforces departmental rules and regulations as supervisor of other officers. Completes probationary and annual performance evaluations for subordinate officers.
- Reviews and coordinates information gathered to insure proper reporting and case classification.
- Patrols an assigned area or function, observing, supervising, and instructing subordinates.
- Assists other officers on major calls or complex situations where assistance is required.
- Maintains care and control of authorized equipment and vehicles, including firearms. Decides when emergency response is necessary.

University Detective

- Collects, analyzes and verifies information from conversations with persons during investigative activity, emergency situations, and assesses the internal consistency and value of the information received. Completes written reports in compliance with departmental procedures and makes oral reports as needed.

- Takes charge of the crime scene under investigation and has supervisory control over assigned officers. Recognizes, collects, processes, and preserves physical evidence for court and interprets its relation to the crime scene. Diagrams and secures crime scene. Takes pictures, fingerprints, and other evidence to KBI laboratory for analysis.
- Gathers evidence such as fluids, metals, toolmarks, casts, and drugs in proper manner so as to allow further laboratory analysis. Makes evaluations of drugs, fluids and other perishable substances in the field using appropriate equipment.
- Supervises and performs surveillance operations.
- Determines the need for further action by gathering and analyzing information pertaining to a situation while preserving the crime scene. Serves search and arrest warrants and appears in courts of law as a professional witness. Supervises and performs interviews with complainants, witnesses, suspects, and/or prisoners. Reviews arrest reports. Makes arrests based on independent judgment.
- Coordinates investigative procedures with other law enforcement agencies. Organizes and presents information based on investigations to superiors, and confers with prosecuting attorney for preparation of cases prior to court appearance. Appears in courts of law as a professional witness. Monitors court decisions pertaining to investigation procedures.
- Maintains care and control of authorized equipment and vehicles including firearms.

University Police Lieutenant

- Supervises functional units and directs subordinates in meeting operational goals. Evaluates subordinate sergeants and reviews performance of officers. Works with other commanders to insure consistency of operations among units. Determines amount of time and resources to be expended by subordinates.
- Determines amount of time and resources to be expended by subordinates. Reviews assigned activities such as training, investigations, patrol, dispatch, and community relations. Assumes command in response to major or highly sensitive incidents or crimes.
- Reviews activities assigned, such as training, investigation, patrol, dispatch, or community relations. Responds to the scene of major or highly sensitive incidents and assumes command.
- Interprets and enforces departmental policy as required by specific situations on shift. Oversees and approves reports for conformity with established procedures. Receives and resolves routine complaints.
- Maintains care and control of authorized equipment and vehicles, including firearms.
- Collects, analyzes and verifies information from conversations with persons while on duty and assesses the internal consistency and value of the information received. Completes written reports in compliance with departmental procedures, and makes oral reports as needed. Formulates statistical information, using reports, activity sheets and daily logs to assist in determining scheduling and manpower requirements.
- Provides information upon request about police policies, procedures and techniques as they affect the public. Maintains public relations with other law enforcement agencies. Provides information to staff concerning crime trends, updated legal information and other information.
- Uses a variety of communication skills and special techniques to interact formally and informally with community groups and various types of individuals.

University Police Captain

- Assumes full command of day-to-day police operations by evaluating and reviewing activities of Divisional commanders insuring consistency of operations among units.
- Formulates policies, makes policy and procedural decisions. Interprets policies for specific situations and implements law enforcement regulations.
- Reviews and screens reports for conformity with established procedures and compliance with Privacy Act and Buckley Amendment.
- Receives and supervises investigation of complaints.
- Supervises and coordinates investigation of major crimes on and off campus; coordinates joint investigation with other law enforcement agencies as necessary; plans and coordinates deployment of personnel based upon analysis of crime trends and other factors.
- Maintains safe care and control of authorized equipment and vehicles including firearms.
- Prepares departmental goals and objectives, monitors departmental budget and financial status, and coordinates maintenance of police vehicles and other assigned state property.
- Uses a variety of communication skills and special techniques to interact formally and informally with community groups and individuals.

LEVELS OF WORK

- Class Group consists of seven classes.

University Police Officer Trainee: This is formal and on-the-job training in providing police protection for a regents institution. Work involves enforcement of laws, rules and regulations applying to the State of Kansas, regents institutions and surrounding municipalities. Patrols an assigned area, exercises full law enforcement powers, conducts criminal investigations, collects evidence and prepares appropriate reports. Work also involves attending formal training in basic law enforcement.

Minimum Requirements: High school diploma or equivalent and a valid driver's license.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

University Police Officer: This is commissioned law enforcement work in providing police protection for a regents institution. Work involves enforcement of laws, rules and regulations applying to the State of Kansas, regents institutions and surrounding municipalities. Patrols an assigned area, exercises full law enforcement powers, conducts criminal investigations, collects evidence and prepares appropriate reports.

Minimum Requirements: High school diploma or equivalent, valid driver's license one year experience in general law enforcement. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

University Police Corporal: This is supervisory and participatory commissioned law enforcement work providing police protection to a Board of Regents' institution. The work involves overseeing the work of the University Police Officers, advising the University Police Sergeant on officer performance, instructing new police officers in a field training program, providing law enforcement services, conducting police investigations, and compiling reports for presentation to the court.

Minimum Requirements: High school diploma or equivalent, valid driver's license and two years experience in general law enforcement. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

University Police Sergeant: This is supervisory and participatory commissioned law enforcement work in providing police protection for a regents institution. Work involves supervision of police officers, assigning tasks, analyzing and evaluating officers' reports, and participating in officer training programs. Performs commissioned law enforcement work in providing police protection at a regents institution. Conducts criminal investigations and prepares reports for presentation to the prosecutor and the courts.

Minimum Requirements: High school diploma or equivalent, valid driver's license and three years experience in general law enforcement. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

University Police Detective: This is specialized criminal investigative work in support of enforcement of laws, rules and regulations at a regents institution. Work involves completing investigations done by officers and supervising investigative activities by working with information and evidence to build a case. May work independently conducting investigation of cases assigned. Interacts with prosecutor in developing case for presentation to the courts. Appears before the courts to present testimony, evidence and technical explanation.

Minimum Requirements: High school diploma or equivalent, valid driver's license, and three years experience in general law enforcement. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

University Police Lieutenant: This is responsible supervisory and administrative commissioned law enforcement work providing police protection for a regents institution. Incumbents implement plans and procedures to affect daily law enforcement programs and assists in the development of department policies and procedures.

Minimum Requirements: High school diploma or equivalent, valid driver's license, and four years experience in general law enforcement, including one year administrative or supervisory experience. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

University Police Captain: This is responsible managerial and administrative law enforcement work providing police protection at a regents institution. Work involves the responsibility for formulating department policy, implementing programs, fiscal control and directing day to day operational activities. An incumbent may be in command during the chief's absence.

Minimum Requirements: High school diploma or equivalent, valid driver's license, and five years experience in general law enforcement , including two years of administrative or supervisory experience. Education in criminal justice, fire science, or law enforcement may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

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