Position Description
Police Officer

Working Title: Police Officer
Title/Classification/FTE: Police Officer, University Staff, 100%
Position Reports To: Director of Public Safety

Position Summary:
This position provides law enforcement and security services for the UW-Superior campus community. Major responsibilities include response to calls for service, enforcement of State Statutes and University rules/regulations and the proper documentation of duties performed. Other services include providing escorts, money handling, access to facilities, assisting motorists and providing educational programming support to various student and staff groups. Reports to the Director of Public Safety.

Duties and Responsibilities:
Law enforcement and safety services:
- Deter, observe, detect, and report on violations of law and safety standards on campus.
- Enforce state statutes, administrative code, traffic and parking regulations.
- Conduct investigations, surveillance, interviews for below offenses but not limited to:
  - Crimes against persons including Sexual assault and Domestic violence offenses
  - Drug and alcohol offenses
  - Crimes against property
  - Computer related violations
  - Motor vehicle law violations and traffic accidents
  - Violations of Wisconsin Administrative Code Chapter 18
- Apprehend criminal offenders and assist in their prosecution. Transport prisoners, obtain and serve warrants and properly document reports for internal and external use.
- Issue warnings or citations when appropriate.
- Conduct patrol of university property, ensure buildings are secure and make contact with suspicious persons.
- Respond to emergency situations involving accidents or illness, provide judgment on the need for additional medical assistance and perform first aid/CPR as appropriate.
- Respond to situations which threaten life, property, and safety.
- In special situations, skills not possessed by Security Officers may require additional assistance from the Police Officer: e.g., collecting evidence, investigations, identification of drugs and related paraphernalia etc.
- Assist other law enforcement agencies as requested.
- Maintain proficiency with all departmental equipment and weapons.
- Maintain departmental records and reporting systems.
- Conduct legal searches in conformity with the Constitution, state law and court guidelines.
- Prepare complete timely, concise, accurate and detailed reports.
- Identify and obtain evidence in accordance with the Constitution, state law and case law.
- Develop personal contacts in the community.

Public Services to Students, Staff, and other University Constituents:
- Provide escort and delivery of money bags.
- Monitor facilities and parking lots, communicating with departments as needed.
- Provide access to facilities for authorized personnel.
- Assist motorists.
- Collect and inventory property.

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• Provide non-emergency medical transportation.
• Provide education to the University Community.
• Assist with critical incident and incident command situations as directed.

Other relevant duties as assigned:
• Report maintenance issues to Facilities Management.
• Participate in meetings as necessary.
• Activate emergency notification system as directed or when circumstances require.
• Monitor radio frequencies of local law enforcement agencies.
• Alert administration to weather or safety concerns which may affect campus.
• Control crowds and traffic associated with large group events.
• Complete mandatory trainings and professional development as assigned.
• Other duties as assigned.

Knowledge, Skills, and Abilities:
1. Working knowledge of investigatory methods and techniques.
2. Physical ability to patrol via foot, bike, and vehicle.
3. Knowledge and skill in administration of first aid and CPR.
4. Knowledge of state statutes, UW-System rules/regulations, traffic and parking regulations.
6. Knowledge and skill in the use of departmental equipment.
7. Knowledge of criminal justice system and prosecutorial procedures.
8. Ability to communicate effectively with a diverse population.
10. Meet and maintain state and departmental guidelines for carrying a firearm.
11. Knowledge of campus buildings, grounds, and equipment.
12. Maintain a positive work atmosphere through cooperation and communication.
13. Knowledge of departmental policies and procedures.
14. Possess valid Driver’s License and meet criteria for operation of state-owned vehicles.
15. Ability to react quickly and effectively to stressful situations.

Required Qualifications:
• Meet the minimum qualifications to become a certified Police Officer as Wisconsin Law Enforcement Standards Board Certification or eligible to become certified.

Desirable Qualifications:
• Previous law enforcement experience.
• Associate degree or higher.
• Horizontal Gaze Nystagmus (HGN) Training.
• Pursuit driving training.