JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Campus Police Officer

Job Code: 5883

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Police Officer enforces laws, ordinances, regulations, and policies. Performs routine police work on campus in the field and provides service oriented functions as required. Serves as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.

· Operates a patrol vehicle or patrols assigned areas on foot or bicycle. Reports suspicious or hazardous activities.
· Arrests violators of city ordinances and state law. Serves criminal arrest warrants and escorts prisoners to detention facilities and books them.
· Conducts on campus investigations of crime scenes to gather and preserve evidence, serving search warrants and preparing associated documentation.
· Interviews and takes statements from victims, witnesses and suspects.
· Investigates on campus traffic collisions and prepares collision reports.
· Performs non-criminal routine law enforcement functions such as traffic control, parking enforcement and building security.
· Provides security for special events.
· Responds to on campus alarms and reported disturbances.
· Provides security for handling/moving of cash. May serve as an armed courier transporting cash, negotiable instruments and other items, materials and documents to and from various financial institutions and campus offices.
· Collects, preserves, and prepares evidence for court. Testifies in court.
· Responds to emergencies and provides first aid.
· May conduct preliminary or special investigations.
· Provides information and assistance to the community.

- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School diploma or GED.

Experience:

Required: None.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License upon hire
- Must be certified as a Peace Officer by the Oklahoma Council on Law Enforcement Education and Training (CLEET) within 6 months of hire
- Obtain and maintain Cardiopulmonary Resuscitation certification through the department
- Must pass medical exam, as well as a physical fitness test
- Must pass standardized written aptitude test, pass Minnesota Multiphasic Personality Inventory (MMPI) and California Psychological Inventory (CPI) psychometric tests

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills
- Basic math and computer skills
- Ability to accurately read and understand written materials and instructions
- Ability to build rapport quickly with students, faculty, and staff
- Ability to produce reports and complete work within deadlines
- Strong initiative to solve problems
- Knowledge of police procedures for gathering information involving crime and incident investigations, reporting, and documentation

- Ability to complete moderately complex administrative paperwork
- Ability to operate police equipment, i.e., radar, breathe alcohol analyzers, mobile computers and radio, lock systems, etc.

Working Conditions

Physical:
Frequently communicates. Occasionally walks, climbs stairs, and stands for extended periods of time. Frequently uses sight to include color distinction, depth perception, and clarity.

Environmental:
Willingness to wear and maintain uniforms. May be required to work variations in hours of assignment, duration, and scheduling. Constant exposure to adverse weather conditions. May be exposed to hazardous materials.

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