



## Police Major

**Job Code:** 6309

**Salary Grade:** S12

**FLSA Status:** 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.*

### Duties and Responsibilities

Serves as command staff supervisor of commissioned, non-commissioned, and civilian personnel for the University of Oklahoma. Serves as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.

- Oversees the overall administration and day-to-day operations of assigned area.
- Assumes responsibility as the highest ranking officer in the department in the absence of the Chief and Deputy Chief.
- Supervises employees, including hiring, discipline, training and evaluating performance.
- Interprets and administers policy and procedures.
- Formulates or directs the preparation of special orders.
- Conducts management review of all department operations.
- Conducts preliminary investigations of all complaints tendered against department personnel as assigned by Administration.
- Ensures implementation of personnel development and skill enhancement programs for department personnel.
- Participates in planning of programs and services.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor's degree in Sociology, Public Administration, Psychology, Criminology, or Corrections, Criminal Justice.

Equivalency/Substitution: Will accept 48 months experience in Law Enforcement in lieu of the Bachelor's Degree for a total of 108 months related experience.

#### Experience:

Required: 60 months experience in Law Enforcement, 24 months in supervision/management of police/security officers and 12 months experience in administration of a police department/security force, or closely related field.

#### Certifications or Licenses:

- Valid Oklahoma Driver License
- CLEET certified police officer
- Must pass medical exam, as well as a physical fitness test.
- Obtain and maintain Cardiopulmonary Resuscitation (CPR) certification through the department
- CLEET Requirements: Must be at least 21 years of age, a U.S. citizen or in resident alien status defined by U.S. Citizenship and Immigration. Must have fingerprint clearance from FBI and Oklahoma State Bureau of Investigation and not have a conviction in state or federal court for any felony, crime of moral turpitude or a crime of domestic violence. Must not have been involuntarily committed to a state mental institute.

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

### Knowledge, Skills, and Abilities

- Advanced knowledge of police procedures for gathering information involving crime and incident investigations, reporting and documentation
- Ability to pass a University psychological evaluation using a psychological instrument approved by CLEET
- Ability to complete complex administrative paperwork
- Excellent verbal and written communication skills
- Ability to operate police equipment, i.e., radar, breath alcohol analyzers, mobile computers and radio, lock systems

### Working Conditions

#### Physical:

Frequently communicates clearly and concisely. Frequently walk, climb stairs, and stand for extended periods of time. Occasionally climb ladders and carry at least 30 pounds above shoulders.



**JOB DESCRIPTION**

**The UNIVERSITY of OKLAHOMA**

**Environmental:**

Works extended periods of time during emergency situations and critical incidents. Frequently exposed to extreme weather conditions.

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