

The University of Akron
Classification Specification

Job Title:	Police Officer II	Job Code:	46222
Job Function:	Staff	Grade:	POL
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	6000 Public Safety Division	Date:	5/11;6/05;1/04;7/99

Job Summary:

Enforce the laws, rules and regulations of the country, state, city and the university through the use of professional law enforcement techniques. Perform various administrative duties and supervise departmental patrol shifts when necessary.

Essential Functions:

50% Respond to service calls and patrols the campus community by foot, car, or bicycle to effectively enforce laws and secure buildings and property. Provide non-criminal assistance to members of the campus community while performing the duties and responsibilities of a sworn University Police Officer I. Train and evaluate Police Officer I.

15% Investigate alleged violations of criminal codes and University rules while making referrals and arrests to enforce criminal laws.

15% Supervise departmental patrol shifts in the absence of a Sergeant and supervise the assignment of departmental personnel for special events.

15% Write reports, complete logs and enter data into a computer to record activities and unusual events. Prepare various documents to properly record specific events and activities.

5% Coordinate activities to provide police assistance during special events. Prepare for special events by gathering information, managing billing, hiring employees, and reporting unusual or special information to supervisors.

Education:

Requires successful completion of high school or GED and successful completion of an Ohio Peace Officers basic training academy. May be acquired through a state certified associate degree program.

Licenses/Certifications/Requirements:

Ohio Peace Officers Certificate; Valid Ohio Drivers License; CPR, First Aid Certifications and Firearms Qualified.

Experience:

Requires a minimum of 1 year experience as a Police Officer I at The University of Akron. High moral and ethical standards, strong communication skills, problem solving skills and knowledge of laws and law enforcement techniques required. Ability to learn and use first aid, CPR and firearms required. Basic computer skills including word processing, spreadsheets and databases required. Ability to maintain departmental and Ohio Peace Officer training standards required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.