

The University of Akron
Classification Specification

Job Title: Patrol Officer
Job Function: Staff
Job Family: Classified
SOC Description: 6000 Public Safety

Job Code: 46272
Grade: 118
FLSA: Non-Exempt
Date: 2/13

Job Summary:

Enforce the laws, rules, and regulations of the country, state, city and the University through the use of professional law enforcement techniques to promote a safe and secure environment for the campus community. Part-time classification that may be used at various locations outside of main campus.

Essential Functions:

65% Respond to service calls, and patrol the campus community by foot, car or bicycle to effectively enforce laws and securing buildings and property. Provide non-criminal assistance to members of the campus community while performing all duties and responsibilities of a sworn University Police Officer.

20% Investigate alleged violations of criminal codes and University rules while making referrals and arrests to enforce criminal laws.

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.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Valid State of Ohio Drivers License with 6 points or less. Ability to have or obtain a valid Ohio Peace Officers Certificate.

Experience:

Requires high moral and ethical standards, strong communication skills, basic problem solving techniques and knowledge of laws and law enforcement techniques required. Ability to learn and use first aid, CPR, AED, firearms required and computers required. A minimum of 6 months and up to 12 months experience in law enforcement is preferred.

Leadership:

No authority or responsibility for the supervision of others.

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.