

Police Officer 2

Whoever is in this position must be able to perform any or all of the task statements which are considered to be essential functions of this position with or without a reasonable accommodation. If required to perform the Bicycle Patrol, the incumbent may be required to perform this duty any number of hours during the course of the shift.

Task Statements which are considered to be Essential Functions: 90%

Always

Responsible directly to the Police Sergeant or the officer in charge.

Exercises educated discretion with regard to use of deadly force and must be prepared to use deadly force if necessary to preserve someone's life. Must be prepared to make these decisions in an instant, during quickly escalating situations.

Must possess a valid Louisiana Driver's License and be able to be certified by the NSU Defensive Driving Course as administered by the Director of Safety and Hazardous Materials Management.

Vehicle Patrol

Must be able to run, stoop, crawl, climb stairs, carry another person, and stand for long periods of time without any physical limitations and during all kinds of weather conditions.

25% Patrols campus on foot, bicycle, golf cart or in a vehicle, in all weather conditions to protect against illegal activities, including securing of buildings which often involves strenuous stair climbing, stamina to stand or walk for extensive periods of time in varying weather conditions.

5% Ensures good public relations between department and student, faculty/staff, off-campus personnel and anyone with whom the officer may encounter.

5% Assists in the investigation of felony and misdemeanor crimes, violations of Policy, "Student Code of Conduct", and civil claims against the university. Interviews victims, witnesses, and suspects and obtains clear and accurate written or oral (taped) statements.

5% Provides traffic control for the routine functions of the University, athletic events, concerts, enforcing State Laws as well as University traffic and parking regulations. At times, these functions are conducted in inclement weather.

5% Responds to burglary/robbery and smoke/fire alarms at specified locations on campus in an appropriate manner. Secures the area, contains the emergency assists with evacuation and determining the cause or origin of the emergency. May require physical stamina and ability to run either getting to the emergency or chasing suspects, or carrying another person out of a building.

5% Must demonstrate basic knowledge of cardiopulmonary Resuscitation, basic First Aid (first responder emergency medical assistance) limitation of same for police officers, and the danger/protective measures of Human Immunodeficiency Virus (HIV) and other

transmittable diseases and the ability to render aid at accidents, crime scenes and medical emergencies; transport victim(s) to nearest medical facility or assist medical professionals to do so. May involve heavy lifting and carrying.

5% Interacts with students, faculty/staff, and visitors, provides legal information, explains technical procedures, and furnishes information and/or advice.

5% Analyzes verbal and written information and often acts quickly and independently in the field, exercising broad discretionary powers.

5% Effects arrests on campus or off campus, if investigation a crime that occurred on-campus, with or without warrant after establishing cause. Transports and books suspects into jail and completes the appropriate forms. Applies handcuffs to a subject if situation dictates so doing and in accordance with accepted police procedures.

10% Provides crowd control at athletic events, demonstrations, campus or public events such as concerts, parades, special programs, etc. Must be prepared for physical encounters. Sometimes these functions are conducted during inclement weather.

5% Performs courtesy services for the University Community as needed, I.e., transports and protects large sums of monies and/or sensitive documents.

5% Must be able to perform any shift schedule and any overtime required to provide coverage for shift schedule or special events. Must be able to work independently, as needed.

5% Investigates vehicle accidents, sometimes during inclement weather. Diagrams and photographs vehicle accidents and other crime scenes on campus. Sometimes these functions are conducted during inclement weather.

Task Statements which are considered to be Marginal Functions: 10%

Assists in the investigations and documentation on bomb threats.

Testifies in court proceedings in an articulate manner.

Works closely with Civil Agencies such as Red Cross, Homeland Security, Emergency Operations Center for surrounding agencies, etc., during emergency situations.

Provides assistance in performing surveillance and gathering intelligence for investigations, occasionally in plain clothes, and documents findings.

Escorts very important persons associated with the University, City and/or State governments, and provides personal security for these individuals. This function is accomplished in varying weather conditions.

Assists other agencies with traffic accidents. Criminal activity, alarms and other types of emergencies off-campus as requested by those agencies.. May need to run, climb stairs, in any and all kinds of weather. Monitors other area law enforcement agencies' radio frequencies.

Responds to emergencies involving hazardous waste, explosives, chemical or gas leaks, and contains the dangers as much as possible. Takes immediate action to protect life and property and secures the scene, and informs the division supervisor of the situation. Assists in removal of hazardous wasted when needed.

Serves as communications officer when needed, answering telephone, dispatching police calls, meeting with students/visitors as they come in for information, dispensing information as needed.

Restrains and transports violent or mentally ill individuals either to jail or to mental facility.

Required Skills and Abilities:

1. Reasoning ability usually associated with this classification include:

The ability to operate portable radios, vehicles, report ex data base system, criminal data research systems, electronic camera recording devices.

A familiarity with and ability (manual dexterity) to operate police vehicles including bar lights, police radios, scanners, radar guns, telephones, digital recorders devices, handcuffs, computerized ticket writers, etc.

2. Minimum math ability usually associated with this classification: Ability to add, subtract, multiply, and divide all units of measure; to perform basic operations with like or common decimal fractions; to compute rate, ratio, and percent; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.

3. Minimum Language ability usually associated with this classification:

Talking: Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which Physical abilities usually associated with this classification include: workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds. Hearing is important for those activities which require the ability to receive detailed information oral communication, and to make fine discriminations in sound, such as when making fine adjustments on running engines.

Reading: Must be able to read the following with or without a reasonable accommodation: Miranda Warning, Physician's Desk Reference and statements, Driver's License, Louisiana State Statues, License Plates, Registration Forms, Proof of Insurance, Traffic Regulations-warning and signs, Subpoenas, Hazard Material Signs, Court Documents, Police Law Enforcement Manuals, Report Forms, Traffic Citations, Department Policy Manual, Department Special Operations Manual, Bomb Threat Response Plan, Fire Response Plan, NCIC Computer Instructions, Telephone Directories, Correspondence, Memoranda, Classified Employee Handbook, Charge Sheets, Evidence-Chain of Custody, Counseling Forms, Radio Log Sheets, Vehicle Log Sheets and Activity Log Sheets.

Writing: Must be able to complete the following with proper format: Traffic/Parking Citations, Arrest and Search Warrants, Charge Sheets, Various Police Forms and Documents, Accident Reports, Evidence-Chain of Custody, Counseling Forms, Memos per guidance of Director, Radio Log Sheets, Sign In/Sign Out Sheets, Service Requests, Vehicle Log Sheets, and Weekly Duty Schedule.

Must possess a valid Louisiana Driver's License

Must complete and pass the Louisiana Police Officer's Standards Training Academy within first year of employment.

Must establish proficiency with duty firearm and must pass the Police Officer's Standards Training (P.O.S.T) requirements for same, semi-annually.

Must be able to meet any physical requirements set forth by the University Police Department.

Must set a neat and professional image at all times.

Incumbent must not have been convicted of or be presently under indictment or Charged with a felony.

CONFIDENTIALITY

Ensure adequate procedures for protecting the security, confidentiality and integrity of University records which may include student records.

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this Job, the employee is regularly exposed to wet or humid conditions (non-weather); work near moving mechanical parts; outdoor weather conditions and work with explosives. The employee is frequently exposed to work in high, precarious places and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate.