

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: University Law Enforcement Supervisor

Class Code: 60930

Pay Grade: L3

A. Purpose:

Directs the law enforcement activities at a university, supervises Law Enforcement Officers, Dispatchers, and staff; and performs law enforcement duties to ensure effective law enforcement operations.

B. Distinguishing Feature:

The University Law Enforcement Supervisor has full responsibility over all law enforcement or security activities of permanent staff and student reserve officers.

The Senior Security Officer directs security activities on a shift.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Performs administrative functions in support of the University Chief of Police/ Director of Campus Safety.
 - a. Plans, develops, organizes, implements, directs and controls department operations or administration and support functions through subordinates.
 - b. Participates in establishing department objectives and priorities.
 - c. Assists in evaluating current and formulating new operational and administrative polices and procedures.
 - d. Confers with staff to maintain awareness of current operational status.
 - e. Oversees internal studies or arranges for research on emerging issues.
 - f. Assists in advising university officials regarding public safety issues.
 - g. Acts on behalf of or as department head as requested or in the absence of the University Chief of Police/Director of Campus Safety.
 - h. Directs cooperation efforts with city, county, state, and federal law enforcement agencies to apprehend and detain wanted persons and criminals, recover stolen property and in other matters of mutual interest.
 - i. Confers with judges and prosecutors concerning application and interpretation of new laws.
 - j. Participates in review and evaluation of current and new academic and hands on training methods of police officers.
 - k. Collaborates and integrates department activities with other university departments, grant funding agencies, and domestic and foreign government entities.
2. Supervises University Law Enforcement Officer and Dispatcher staffs to ensure that the objectives of the work unit are met.
 - a. Interviews and recommends hiring officers, Dispatchers and others.
 - b. Conducts background investigations.
 - c. Documents hiring actions and provides hiring assessments to university human resources staff.
 - d. Develops work schedules for officer and for Dispatcher staffs.

- e. Monitors individual staff member performance.
 - f. Prepares documents and presents employee performance reviews.
 - g. Checks to ensure staff apply their duties in a professional and courteous manner.
 - h. Manages resources to ensure equipment and materiel needs are met.
 - i. Reviews and approves time sheets and leave requests.
 - j. Reviews dispatch logs to identify compliance issues.
 - k. Reviews officer's and Dispatcher's reports and related paperwork.
 - l. Conducts team meetings.
 - m. Conducts supervisory ride-a-longs to monitor performance in the field.
 - n. Performs the duties of officers and Dispatchers to cover personnel absences.
 - o. Performs as shift patrol leader when assigned.
3. Coordinates department training program to ensure qualified law enforcement and dispatch staff.
 - a. Develops, maintains, coordinates and instructs Field Training and Evaluation program.
 - i. Checks instruction compliance with SD Law Enforcement Training Center standards.
 - ii. Oversees the orientation and instruction of new and lateral entry law enforcement officers.
 - iii. Checks records to ensure all minimum training standards and certifications have been met.
 - iv. Prepares trainees for attendance at SD Law Enforcement Training Academy.
 - v. Reviews and critiques trainees performance.
 - b. Coordinates advance law enforcement training of all certified officers.
 - c. Checks records to ensure officers attend mandated advance training and meet minimum annual training standards.
 - d. Determines department training needs and conducts in-service training.
 - e. Documents all aspects of training.
 - f. Monitors state training records to ensure they accurately reflect the state of training of officers.
 - g. Develops and maintains legally defensible lesson plans.
 4. Conducts all department internal affairs investigations to ensure due process.
 - a. Investigates complaints or allegations against department staff.
 - b. Reviews and critiques officer reports, audio and video tape evidence.
 - c. Determines misconduct or lack thereof through a thorough internal investigative process.
 - d. Serves as department representative on University internet forums and at public gatherings.
 5. Serves as University Police Department representative on campus committees speaking for the Chief of Police/Director of Campus Safety to ensure safety issues are integrated into the rest of campus activities.
 6. Plans, develops, organizes, implements, directs and controls designated aspects of operational planning and emergency response to ensure operational effectiveness in emergencies.
 - a. Oversees design, maintenance, and implementation of operational plans to a pre-determined set of emergencies and/or disasters.
 - b. Develops operational contingency plans for event security.

- i. Assesses each event to determine manpower and equipment needs.
 - ii. Assigns areas of responsibility and zones of coverage.
 - iii. Makes provisions for meeting specialized equipment needs.
 - iv. Determines patrol routes.
 - v. Makes provisions for radio coverage of the event to support the plan.
 - vi. Makes provisions for transportation to and from the event.
 - vii. Coordinates with University Chief of Police on division of responsibilities for command and implementation of plans.
 - viii. Develops standardized methods to begin initial actions during an incident and to provide foundations for management of the incident.
 - ix. Organizes predetermined course of action to deal with incidents.
 - c. Conducts briefings to review the operational contingency plans.
 - d. Leads second response team during high risk emergency incidents.
7. Coordinates and participates in investigations conducted by department detective staff to ensure investigations are conducted and completed in a thorough fashion in accordance with legal requirements and guidelines, and to the satisfaction of the prosecuting authority.
- a. Cultivates and runs confidential informants (CI) to support narcotic operations.
 - i. Prepares and uses CI's to facilitate drug controlled buys from suspects.
 - ii. Documents buys and secures evidence for use in court.
 - b. Receives and processes initial complaints requiring follow up.
 - c. Interviews suspects, witnesses, and victims of crimes and/or incidents.
 - d. Ensures the safety of victims, suspects and witnesses.
 - e. Assumes on-scene control and direction of major criminal and drug scenes as necessary.
 - f. Secures the crime scene to preserve its integrity and the integrity of all evidence.
 - g. Uses specialized crime scene equipment.
 - h. Enters into the NCIC appropriate information about the crime.
 - i. Conducts professional crime scene investigations.
 - j. Performs as evidence custodian.
 - i. Intakes and maintains all evidence held by the department.
 - ii. Processes evidence and mails to state laboratory and health laboratory.
 - iii. Disposes of evidence.
 - k. Provides victims with contact information to victim's advocates, victim's assistance and shelters as needed.
 - l. Serves as liaison with local States Attorney's office to coordinate case prosecution.
 - m. Serves as liaison to and assists investigators of other law enforcement agencies in the area.
 - n. Serves as liaison with investigators in other communities and surrounding states to share criminal intelligence and work on cases requiring joint investigation.
 - o. Supports officers in their investigations as requested.
 - p. Conducts surveillance on suspected criminal activity.
 - q. Creates and serves search warrants as needed and required by law.
 - r. Prepares and submits crime scene and other reports.
 - s. Testifies in court.
 - t. Provides warrant services to other law enforcement agencies.
 - u. Manages and stores seized cash, vehicles, and other assets seized.
8. Purchases, organizes, and maintains University Police Department vehicles and equipment.
- a. Determines department's needs for officer gear, weapons, equipment and vehicles.
 - b. Prepares material purchase proposals for the Chief of Police approval.

- c. Creates specifications for equipment.
 - d. Prepares and submits grants for procurement of specialized equipment.
 - e. Receives, inventories and assigns gear, weapons, equipment and vehicles.
 - f. Tests and calibrates specialized equipment.
 - g. Repairs equipment as necessary.
 - h. Inspects all officer issued equipment.
 - i. Inspects all vehicles and vehicles mounted equipment.
9. Operates university physical plant and weather station equipment to comply with university directives.
- a. Operates the central steam plant.
 - b. Conducts steam plant and Metasys training for staff.
 - c. Calls in maintenance staff to make repairs.
 - d. Records temperature and precipitation and calls data into the National Weather Service.
 - e. Maintains the weather station data collection system.
 - f. Makes daily deposit for university business office.
 - g. Reads all electrical and condensate meters on campus monthly.
10. Performs other duties assigned.

D. Reporting Relationships:

The incumbent reports to the University Police Chief/Director of Campus Safety and typically supervises Security Officers, Senior Security Officers, and University Law Enforcement Officers and provides work direction to office staff, Dispatchers, inmates, student reserve officers and other student employees.

E. Challenges and Problems:

Challenges include the stress of being available 24/7 to respond to issues ranging from minor calls to approval to initiate response to emergencies and critical incidents while daily dealing with difficult, hostile and/or abusive people when working in all weather conditions, nights, weekends, and holidays and maintaining multiple annual certifications and conforming to updated court decisions, search and seizure requirements and law enforcement changes.

Problems include adjusting work schedules when an employee calls in sick, handling large volumes of parking and traffic for special events, and dealing with persons who become hostile and combative.

F. Decision-making Authority:

Decisions made include the most effective means of communication to use, community oriented policing program needs, organization and implementation; when to seek judicial or legal guidance or instruction; training organization, conduct, documentation and effectiveness; when and how to proceed with internal investigations and when evidence is sufficient to support a finding; when chain of custody of evidence is sufficient; the most effective way to proceed with a criminal investigation; what type of enforcement to use in various instances, what types of warning and alarm systems should be installed, resolving incidents or complaints involving personnel, issuing warnings or arrests, and calling maintenance personnel in after hours.

Decisions referred include budget and major expenditures and final approval of hiring recommendations, disciplinary actions, terminations, policy and procedure changes, event contingency plans, and when to refer an investigation to an outside agency.

G. Contact with Others:

Daily contact with local law enforcement to coordinate investigations and faculty, staff, students, residents, and citizens to give directions and information.

H. Working Conditions:

Incumbent works in all types of weather; and has contact with persons who may be hostile, combative, abusive, and conducting illegal activities.

I. Knowledge, Skills and Abilities:

Knowledge of:

- law enforcement practices and procedures and the criminal justice system;
- investigation methods;
- interview, interrogation, and surveillance methods;
- crime scene and evidence procedures;
- operation and maintenance of assigned equipment and weapons;
- department policies and procedures;
- rules of evidence;
- search and seizure and court law issues;
- supervision.

Ability to:

- supervise;
- communicate clearly and effectively;
- deal effectively with individuals and crowds;
- remain calm in stressful situations;
- recall and record information concisely and accurately;
- detect conditions which might indicate danger or loss or damage to persons or property;
- make decisions quickly given limited time and resources;
- act quickly and decisively taking appropriate action in emergencies;
- present ideas clearly, concisely, and accurately;
- direct criminal investigations;
- analyze criminal evidence;
- organize high risk operations;
- exercise tact, patience and discretion in dealing with people of varying backgrounds and temperament.

J. Licensure and Certification:

The University Law Enforcement Supervisor must possess a current South Dakota Law Enforcement Certification.