

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: University Law Enforcement Officer

Class Code: 60940
Pay Grade: L2

A. Purpose:

Performs law enforcement work by enforcing federal and state laws, local ordinances, and university policies and regulations to provide for the safety and security of university student and staff, visitors, and facilities. Conducts crime scene and accident investigations.

B. Distinguishing Feature:

The University Law Enforcement Officer requires law enforcement certification, is deputized by local governmental units, and has full arrest authority.

The Security Officer typically works alone on a shift and is responsible for issuing parking tickets and securing buildings and grounds by foot and car patrol.

The Senior Security Officer serves as a lead worker and assigns and checks work, trains personnel, establishes and adjusts work schedules, and has complete responsibility for all actions of shift personnel.

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

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. Conducts law enforcement duties in primary jurisdiction and secondary patrol areas to deter and detect criminal activity, assist the campus and public communities and detect and report unsafe conditions.
 - a. Conducts motorized and foot patrols of assigned areas to deter and detect criminal activity.
 - b. Recognizes and reports unsafe conditions and security problems encountered.
 - c. Interprets federal and state laws, city ordinances, university policies, and department policies and guidelines and relays interpretations to the campus community and the public.
 - d. Prioritizes and responds to calls assigned by dispatch.
 - i. Evacuates buildings and safeguards students, faculty, staff, and visitors and maintains control during fire emergencies.
 - ii. Provides 1st Responder aid during medical emergencies until relieved by paramedics.
 - iii. Responds to call box, 911 and 111 calls for service and to specialized security alarms in sensitive areas.
 - e. Enforces university polices, local ordinances, state and federal traffic, alcohol and drug, and motor vehicle laws and ordinances.
 - f. Enforces laws pertaining to crimes against people and property.
 - g. Apprehends and arrests those suspected of law breaking.
 - h. Investigates criminal offenses, non-criminal complaints and personal accidents.
 - i. Conducts onsite investigations.
 - i. Secures crime scenes.
 - ii. Conducts crime scene analysis and evidence collection.

- iii. Interviews victims, witnesses, and suspects.
 - iv. Turns the scene and investigative materials over to the detectives when directed.
 - v. Conducts case follow up and notifications.
 - j. Apprehends and arrests suspects based on investigation determinations.
 - k. Prepares and submits accident, incident, arrest, injury, theft and other reports.
 - l. Uses specialized equipment such as radar units and breath test machines.
 - m. Appears in court and provides testimony.
2. Provides protective services to the campus community, visitors, and the public to ensure individual and group safety and security.
 - a. Participates in dignitary protection and escort and event security planning.
 - b. Participates in dignitary and escort functions.
 - c. Conducts dignitary escorts.
 - d. Escorts students, faculty and employees fearful of environment.
 - e. Participates in event security operations across the campus.
 - f. Picks up and escorts large sums of money to banks and makes deposits.
 - g. Conducts security checks of separate campus facilities.
 - h. Locks up and opens buildings on campus as scheduled.
 - i. Enters buildings after hours for security checks.
 - j. Responds to building environmental control alarms.
 - k. Ensures the security of the animals in the animal units.
 - l. Monitors campus lighting and signage during patrols.
 - m. Inspects buildings and grounds for safety hazards and security problems.
 3. Enforces campus parking regulations to ensure proper traffic flow, open fire lanes, and clear lanes of transit for emergency vehicles.
 - a. Enforces campus parking regulations for the Parking and Traffic Committee.
 - b. Issues parking tickets for violations of the law and department guidelines as well as for decal violations.
 - c. Tickets and directs towing of vehicles in violation of law and guidelines.
 - d. Barricades and secures parking lots for events, maintenance, and construction.
 - e. Monitors parking lots for abandoned or stolen vehicles and safety concerns.
 - f. Investigates traffic accidents.
 4. Provides law enforcement assistance to local agencies in accordance with Joint Powers Assistance Pact.
 - a. Provides back up for deputies, police officers and Highway Patrol Troopers.
 - b. Responds to calls from deputies, police officers and Highway Patrol Troopers for assistance.
 - c. Patrols assigned portions of local community.
 - d. Participates on the city and county wide SWAT team.
 5. Conducts assigned criminal/drug investigations to ensure the University Police Department's investigations are thorough and professionally done.
 - 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 drug 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. Processes crime scenes to keep onlookers out, preserve all evidence, develop

- probable modus operandi of the perpetrator, and build the case with various forms of evidence.
- f. 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.
 - g. Conducts professional crime scene investigations.
 - h. Provides victims with contact information to victim's advocates, victim's assistance and shelters as needed.
 - i. Serves as liaison with local States Attorney's office to coordinate case prosecution.
 - j. Serves as liaison to and assists investigators of other law enforcement agencies in the area.
 - k. Serves as liaison to investigators in other state communities and surrounding states to share criminal intelligence and work on cases requiring joint investigation.
 - l. Secures the crime scene to preserve its integrity and the integrity of all evidence collected.
 - m. Uses specialized crime scene equipment.
 - n. Enters into the NCIC appropriate information about the crime.
 - o. Supports officers in their investigations as requested.
 - p. Conducts surveillance on suspected criminal activity.
 - q. Writes 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. Writes grants for specialized crime scene equipment.
6. Supports the university community with various proactive educational and professional activities to ensure public outreach is successful.
 - a. Speaks about University Police Department services available to students at new student orientation.
 - b. Provides drug and alcohol, CPR, Rape Aggression and other training for students.
 - c. Provides semi annual incoming student law enforcement briefing.
 - d. Provides annual resident assistant law enforcement briefing.
 - e. Provides resident assistants interviewing and information obtaining training.
 7. Services and maintains assigned equipment to ensure gear, specialized equipment, weapons, and vehicles are always ready.
 8. Operates central steam plant and monitors building environmental conditions and life safety systems and manages campus energy and power consumption via Metasys to ensure quality of life.
 - a. Conducts visual inspections of boilers and related equipment.
 - b. Responds to electronic monitoring alarms and visits site resolving problem.
 - c. Issues work requests.
 - d. Trains others to operate the steam plant.
 9. Performs other work as assigned.

D. Reporting Relationships:

The incumbent reports to a University Law Enforcement Supervisor and may provide work direction to Dispatchers, inmates, student reserve officers and other student employees.

E. Challenges and Problems:

Challenges include maintaining composure while dealing with irate individuals who are verbally and/or physically abusive, having quick and responsible reactions to potentially dangerous situations, resolving domestic disputes that are difficult and dangerous, and maintaining a complete knowledge of ever changing regulations, ordinances, and laws. Also challenging are the gruesome and tragic accident and crime scenes.

Problems include maintaining a high degree of visibility at all times and maintaining a constant observation of assigned patrol area, university infrastructure, students, faculty and staff, visitors and the public, and dealing with stress and shift work.

F. Decision-making Authority:

Decisions include general prioritizing of work on a shift, how to best communicate with individuals and groups of individuals, how to present information, when to arrest, when to request assistance, importance of calls coming in, how to respond to alarms, whether to call maintenance personnel after hours, and what action should be taken against violators of state and federal laws, city ordinances, and university regulations.

Decisions referred include disciplinary actions, approval of campus events, and determining the number of officers to work campus events, building shut down, forcible removals, how to deal with specific threats, correction of hazards not on safety checks.

G. Contact with Others:

Daily contact with law enforcement personnel to coordinate police activities and the general public to provide assistance, information, and enforce laws and regulations.

H. Working Conditions:

The incumbent works both indoors and outdoors in all types of weather conditions, and has contact with citizens who may be hostile, abusive, and conducting illegal and threatening activities.

I. Knowledge, Skills and Abilities:

Knowledge of:

- vehicle and firearm safety;
- law enforcement principles and procedures;
- first aid principles;
- interviewing and interrogation techniques;
- university regulations and city ordinances;
- state and local criminal and motor vehicle laws.

Ability to:

- interpret and enforce state and local laws and university regulations;
- walk and stand for extended periods of time;
- enforce situations analytically, impartially, and objectively, and to record pertinent information accurately and completely;

- work independently with or without detailed supervision;
- handle stressful situations;
- interview and/or interrogate others to elicit pertinent information;
- exercise tact, patience and discretion in dealing with people of varying backgrounds and temperament.

J. Licenses and Certification:

Possession of a valid driver's license. Possession of or the ability to obtain law enforcement certification within one year of employment. Applicants must be twenty-one years of age to complete law enforcement certification.