

Report Date: 09/10/2008
Position Number: 00007754
Job Code: 100610
Department Title: Police Officer
Univ Job Title: Police Officer
Department: 045500 University Police CH
Sal Plan: UPD
Reports To: 00005163 Police Lieutenant
Salary Grade: 3

Position Summary

Community policing, patrol, law enforcement, investigations, parking enforcement, building security, special event coverage and communications. Community policing and law enforcement are the primary responsibilities.

Position Scope

Principal Accountabilities

Crime suppression and law enforcement are primary responsibilities. Actively participates in community policing and crime prevention efforts. Communicates with students, faculty, and staff to inform them of the variables that influence crime as well as recommending crime prevention and security standards that can be used to reduce risk. Establishes personal contacts with community members and presenting crime prevention programs.

**Percent of
Time Spent Essential
Function**

10 % E

Patrols the Evanston or Chicago campus on foot or by vehicle, in uniform or plain clothes, to protect lives and secure property.

40 % E

Responds to emergency and non-emergency calls for assistance, arrests violators, and completes police reports. Challenges suspicious persons and issues trespass warnings when appropriate, recording information on a field interview report. Completes necessary reports with job functions

20 % E

Conducts thorough follow-up investigations and makes every effort to clear criminal cases.

5 % E

Enforces parking rules and regulations and orders violators towed when appropriate.

5 % E

Conducts premise checks and properly secures and unsecures doors as required.

10 % E

Polices special events as assigned.	3 %	E
Speaks clearly and concisely using proper radio procedure. Responsible for operation of Communications Center when assigned.	3 %	E
Performs related duties as required or assigned.	4 %	E

Minimum Qualifications

Associates Degree; or the equivalent of 60 semester hours or college credit; or four years service in a branch of the military; or graduation from a law enforcement training academy acceptable to the Illinois Law Enforcement training board and the ability to pass the Board's equivalency examination.

Ability to legally own a firearm and maintain State and Department qualification requirements.

Ability to meet all Police Officer minimum qualifications.

Ability to satisfactorily complete a comprehensive psychological exam administered by a licensed psychologist, and a financial and criminal background investigation, including criminal history fingerprint check and driving records check. Ability to pass a drug screening.

Ability to pass a complete physical examination including drug screening. Eye sight, corrected to 20/20, with normal color vision, peripheral vision and depth perception. Body weight proportionate to height.

Ability, to successfully complete, or obtain a waiver for, the Basic Law Enforcement Training Course as prescribed by the Illinois Law Enforcement Training and Standards Board and meet all other standards required for certification as a police officer in the State of Illinois.

Must be 21 years of age at the time of application.

Must be a United States citizen.

Must not any felony convictions or any misdemeanor convictions defined in Illinois Compiled Statutes 50 ILCS 705 6.

Ability to satisfactorily complete a written exam to evaluate ability to perform successfully in the position.

Possession of a valid driver's license in state of residency and ability to operate a police vehicle in a safe manner at all times.

Ability, to pass a physical ability assessment test as prescribed by the Illinois Law Enforcement Training and Standards Board.

Ability to successfully complete a field training program and a one year probationary period.

As required by the position, must maintain knowledge of constitutional laws, laws for arrest, search, and seizure, criminal procedure, state statutes, and local ordinances.

Minimum Competencies

COMP Computer Proficiency	Successfully uses multiple software programs independently. Software may include Microsoft Office, applications such as PowerPoint, Word, Excel, and Access, email, web browsers, and Peoplesoft.
COW Communication-Oral and Written	Communicates effectively one-to-one, in small groups and in public speaking contexts; writes precise, well-organized emails, letters and proposals while using appropriate vocabulary and grammar.
PRS Problem Solving	Formulates realistic plans and contingencies and establishes appropriate measurements of anticipated results.
STRESS Stress Management	Recognizes stress triggers and works to mitigate them, maintains work life balance, responds appropriately to stressors outside of one's control.

TEAM PLA Team Player

Seeks to build collaboration by encouraging trust, mutual respect and shared purpose among various participants in an engagement.

Preferred Qualifications

College Degree (AA or BS) or Police Academy Graduate

Preferred Competencies

COW Communication-Oral and Written

Communicates effectively one-to-one, in small groups and in public speaking contexts; writes precise, well-organized emails, letters and proposals while using appropriate vocabulary and grammar.

DEP Dependability

Effectively performs duties and responsibilities; displays attention to detail; supports organizational policies; anticipates demands pressures of assignments and adjusts accordingly.

EME Emergency Response

Assesses emergency situations; follows SOPs; exercises calm, quick judgment in stressful conditions.

PRS Problem Solving

Formulates realistic plans and contingencies and establishes appropriate measurements of anticipated results.

Job Posting Description

Job Summary:

The Police Officer for the University Police provides community policing, outreach and crime prevention efforts. This position also aides in investigations, parking enforcement, building security, special event coverage and communications.

Specific Responsibilities:

Participating in community policing and crime prevention efforts;
Communicating with students, faculty and staff to inform them of the variables that influence crime as well as recommending crime prevention and security standards that can be used to reduce risk;
Establishing personal contacts with community members and presenting crime prevention programs;
Patrolling the campus on foot or by vehicle, in uniform or plain clothes, to protect lives and secure property;
Responding to emergency and non-emergency calls for assistance, arresting violators and completing police reports;
Challenging suspicious persons and issuing trespass warnings when appropriate;
Recording information on a field interview report;
Completing all reports necessary to job functions;
Conducting thorough follow-up investigations and making every effort to clear criminal cases;
Enforcing parking rules and regulations and ordering violators towed when appropriate;
Conducting premise checks and properly securing doors as required;
Policing special events as assigned;
Operating the Communications Center when assigned;

Performing other related duties as required or assigned.

Minimum Qualifications:

An associate's degree or a combination of education and experience that provides equivalent knowledge of criminal and constitutional laws and law enforcement procedures;

Experience as a sworn law enforcement officer;

Ability to successfully complete, or obtain a waiver for, the Basic Law Enforcement Training Course prescribed by the Illinois Law Enforcement Training and Standards Board and the ability to meet all other standards required for certification as a police officer in the State of Illinois;

Possession of a valid driver's license in state of residency and the ability to operate a police vehicle in a safe manner at all times;

Ability to legally own a firearm and maintain State and Department qualification requirements;

Must be 21 years of age at the time of application and be a United States citizen;

Must not have any felony convictions or any misdemeanor convictions defined in Illinois Compiled Statutes 50 ILCS 705 6;

Ability to pass a physical ability assessment test as prescribed by the Illinois Law Enforcement Training and Standards Board and possession of body weight proportionate to height;

Ability to satisfactorily complete a written exam which evaluates the ability to perform successfully in the position;

Ability to satisfactorily complete a comprehensive psychological exam administered by a licensed psychologist, and a financial and criminal background investigation, including criminal history fingerprint check and driving records check;

Ability to pass a complete physical examination including drug screening.

Preferred Qualifications:

A bachelor's degree or the equivalent combination of education, training and experience from which comparable skills can be acquired;

Police Academy Graduate.

Date Posted: 05 30 07

Updated: 06 07 07

Background Questions

- 1. Does this position require driving a vehicle on University business as a job duty? Yes
- 2. Does this position require driving a vehicle in excess of 26,000 pounds gross vehicle weight or carrying 15 or more passengers? Yes
- 3. Does this position have access to social security numbers or credit information of students, parents, donors, faculty or staff, or other sources of payment to the University? No
- 4. Does this position have access to over \$5000 in cash or merchandise or procurement card purchase authority, access to student residences, to controlled substances, or to minor children? Yes
- 5. Does this position require access to Northwestern Memorial Hospital? No

Working Conditions

Shift work--Shift work is performed indoors and outdoors. Must be prepared to work overtime.

