Title: University Law Enforcement Officer 1

Pay Scale Group: 29

Essential Function

Under close supervision from higher level university law enforcement officer or supervisor, receive instruction on purpose and responsibilities of university law enforcement officer at state supported university with student population of over 30,000.

Characteristic Duties

- Perform duties of Apprentice, but with close supervision.
- Engage in non-arrest custodial situations.
- Engage in investigative detention situations.
- Develop problem-solving plans to address neighborhood priorities.
- Work with other agencies to address community problems.
- Locate witnesses for court.
- Conduct interrogations.
- Conduct surveillance of individuals and locations.
- Conduct self-initiated patrol
- Disseminate information to appropriate resources.
- Recruit information sources.
- Utilize records to assist in investigations.
- Verify identify of deceased persons.
- Force entry with supervisory approval
- Search with consent, warrants, or without a warrant.
- Process OMVI/DUI's.
Title: University Law Enforcement Officer 1

- Secure accident evidence.
- Operate special departmental equipment.
- Perform related duties based on departmental need.

Unusual Working Conditions

- Law enforcement hazards. Rotating shifts, off days (must be able to work any shift) and work holidays. Overtime may be mandatory. Ability to climb stairs, run after suspects, and provides first aid and emergency care. Use and maintenance of firearms. Maintain agility and physical fitness. May work in inclement weather.

Minimum Qualifications

- Must meet minimum qualifications of ULEO Apprentice or one year experience as an ULEO Apprentice. Must be certified or certifiable as an Ohio Peace Officer at the time of employment. Completion of 100 hours of special advanced police training (e.g., college courses and seminars) is required.

Career Path

An ULEO 1 will be eligible for promotion to ULEO 2 provided the employee completes all requirements of ULEO 1, have good performance reviews and satisfactorily complete probation, meet minimum qualifications of ULEO 2, and is in good attendance standing according to the departmental discretionary leave policy. The employee must submit a written request to progress to the next level.

Last updated: 9/2004