Classification Specification for Classified Service

Title: University Law Enforcement Officer 3

Pay Scale Group: 31

Essential Function

Under general supervision from university law enforcement supervisor, independently assists with resolution of
departmental problems/needs to accomplish departmental mission & goals, acts as team resource person to provide
leadership and guidance to lower-level university law enforcement officer, and performs characteristic duties of
university law enforcement officer at state supported university with student population of over 30,000.

Characteristic Duties

- Perform duties of ULEO 2 plus:
- May be assigned to special assignments.
- Coordinate COP program.
- Can act as a team leader or OIC in absence of a supervisor.
- Receive and document complaints about officers in the absence of a supervisor.
- 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 all requirements of ULEO 2, or one year experience as an ULEO 2. Must be certified as an Ohio Peace
  Officer. Completion of 300 hours of special advanced police training (college courses, seminars), must include 30
  hours of employee development.

Career Path

An ULEO 3 will be eligible for promotion to ULE Supervisor provided the employee completes all requirements of ULEO
3, have good performance reviews and satisfactorily complete probation, meet minimum qualifications of ULE
Supervisor, 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

An affirmative action/equal opportunity institution