Title: University Law Enforcement Officer Apprentice

Pay Scale Group: 28

Essential Function

Under close supervision from designated supervisor, assist with department needs to achieve goals.

Characteristic Duties

- Arrest and detain offenders with close supervision.
- Complete booking procedures, with close supervision.
- Maintain and transport persons in custody.
- Interact with citizens including intervention in conflicts.
- Execute civil processes.
- Complete radio and telephone communications.
- Testify in court.
- Write reports, take field notes, prepare narratives, summaries and criminal case paperwork with close supervision.
- Conduct preliminary investigations, with close supervision.
- Preserve and protect crime scenes.
- Conduct interviews with close supervision.
- Administer first aid.
- Assist stranded motorists.
- Check for wants and warrants on persons and property.
- Collect and properly route lost and found property.
- Follow and investigate suspicious vehicles or persons.
- Search movable motor vehicles under independent probably cause, with close supervision.
Title: University Law Enforcement Officer Apprentice

- Investigate unusual odors and sounds.
- Search with consent with close supervision.
- Traffic direction and enforcement, with close supervision.
- Enforce University rules and regulations, with close supervision.
- Use lethal and less than lethal force when appropriate.
- Drive a police vehicle.
- Engage in emergency response, defensive, patrol and pursuit driving.
- Conduct proactive patrol.
- Participate in COP programs with close supervision.
- Perform related duties based on departmental need.

Major Characteristics

- Must have knowledge of criminal and civil law, university rules and regulations, departmental rules and regulations, departmental rules and procedures, University Law Enforcement techniques, labor relation practices and proper safety practices.
- Must demonstrate complaint resolution skills and good report writing skills.
- Must possess good public relations skills.

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

- Completion of OPOTC minimum requirements ASAP. Certified as Peace Officer in Ohio within one year. Must maintain firearms qualification. Valid Ohio driver’s license. Must pass recruitment testing (background investigation, physical fitness assessment, psychological assessment, polygraph examination and written test).

Last updated: 9/2004