

Washington State University Police Department
Class Specification

CAMPUS POLICE OFFICER
387E

Definition:

Perform general duty police work to protect life and property; general investigative work, enforce laws and ordinances, maintain order, and prevent and investigate crime.

Distinguishing Characteristics:

Positions allocated to this class have responsibility for enforcing campus regulations and local, state, and federal laws and ordinances. Incumbents are required to obtain certification or complete a basic law enforcement course as approved by the Washington Law Enforcement Officer's Training Commission. Incumbents have arrest powers and are required to be commissioned law officers under the regulations of the state.

Positions may perform specialized assignments/duties to include but not limited to: Community Oriented Policing (COP), education, prevention, and enforcement activities on targeted geographic and demographic areas or investigation of illegal or criminal activities as a principal duty.

Typical Work:

Patrol a designated area on foot, bike, and vehicle to enforce institution rules and regulations, local, state, and federal statutes, and ordinances;

Enforce violations of campus regulations, and local, state, and federal statutes and ordinances;

Inspect buildings and grounds for prowlers, fire, property damage, or other irregularities;

Direct and regulate traffic; investigate accidents or crimes; administer first aid; issue citations for violations; gather evidence; locate witnesses; appear in court, present evidence, and testify against persons accused of crime;

Prevent or disperse illegal gatherings or demonstrations; maintain surveillance of an area suspect for criminal activity;

Locate suspects and witnesses; take statements; issue misdemeanor citations; make arrests; prepare records and reports;

Develop pro-active crime prevention and educational programs to address specific needs in assigned areas;

Participate in university and community programs, public relations events, and outreach efforts;

Serve as liaison between the police department and the residents/employees of their assigned areas;

Train and advise police officers assigned to the patrol, COP beat, detective or other units regarding procedure and policy;

Coordinate and direct Cougar Security personnel;

Provide training and advise WSU student police organization;

Conduct investigations of criminal activity involving violation of campus regulations, and local, state, or federal statute;

Maintain surveillance and intelligence of activities which are of a criminal or illegal nature;

Maintain liaison with local, state, and federal judicial and law enforcement agencies for information related to institution and community security;

Operate department communication equipment; answer telephone inquiries; receive and document reports of criminal activity; dispatch foot and mobile units; operate paging system; monitor alarm systems; develop and maintain departmental records and files of illegal activities prepare, type, and distribute reports;

Perform related duties as required.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Minimum Qualifications:

High school graduation or equivalent; twenty-one years of age; possession of a valid driver's license; no previous felony convictions; U.S Citizenship;

AND

Two (2) years of full-time college;

OR

One (1) year of police experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Class Specification History:

New Class: 08/01/09

Revised: 08/01/08

Revised: 08/03/10