

Washington State University Police Department
Class Specification

CAMPUS POLICE SERGEANT
387G

Definition:

Supervise a squad or shift of full-time campus police or security personnel or oversee the administration of an operation(s) or project(s), performing general duty police work to protect life and property; general investigative work, to enforce laws and ordinances, maintain order, and prevent and investigate crime.

Distinguishing Characteristics:

Positions allocated to this class perform patrol duties of the police officer, and are responsible for supervising a group of police officers or other security staff or oversee the administration of an operation(s) or project(s). Incumbents have arrest powers and are required to be commissioned law officers under the regulations of the state. Positions may perform and/or supervise officers performing 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:

Assign duties; train and supervise campus police officers assigned to a shift, squad or specialty duties; advise, counsel, and recommend disciplinary and other personnel actions;

Evaluate performance of subordinates to determine training requirements and deficiencies;

Assist in development and conduct of training programs for campus police;

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

Investigate complaints of disturbance, accidents, stolen property, or criminal activity; conduct internal investigations as assigned;

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

Issue citations for violations of campus regulations, local, state, and federal laws;

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;

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

Write reports covering activity of squad or shift assigned; review and correct reports of subordinate officers;

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;

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. Two (2) years of work experience as a Campus Police Officer. A Bachelor's Degree may substitute for one (1) year of required experience.

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

First-level supervision training is preferred

Class Specification History:

New Class: 08/01/09

Revised: 08/01/08

Revised: 08/03/10