

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION
CLASSIFICATION SPECIFICATION**

CLASS NAME: Patrol Officer

PAY GRADE: Patrol Officer Pay Range

DEFINITION:

An employee in this classification provides police services and protection to State System property, grounds, facilities, clientele, employees and the general public. This is basic police services work that includes the provision of routine and customary police services under the direction of a higher ranking police officer or a chief of the police department on the campus. The work requires basic police knowledge and involves making routine decisions and performing actions limited to those guided by standard police procedures and general university policies and procedures. Employees in this classification are deputized and exercise the powers of arrest.

All assignments in this classification involve responsibility for recognizing the social importance of police functions, for tactful and courteous treatment of the general public, and for conscientious and efficient performance of duties under little direct supervision. Work is reviewed by a higher classified police officer or Department Director through personal inspection and review of reports.

EXAMPLES OF WORK PERFORMED:

An employee in this classification is expected to provide services such as:

- Patrol campus by foot, vehicle and bike
- Respond to calls for assistance (criminal and general assistance)
- Respond to calls for fire, burglary alarms
- Respond to emergencies on campus
- Patrol campus property and buildings to assure proper security of the same, including, but not limited to, locking and unlocking of facilities; precluding theft, vandalism and loitering; and reporting of general building and grounds security issues
- Complete and file reports of crimes and other police matters and conduct initial investigations
- Provide assistance to other local law enforcement agencies at the direction of the senior officer in charge
- Provide basic security and law enforcement services at university events
- Provide transportation and escort services to students and other visitors to campus
- File appropriate criminal charges for violations of Commonwealth laws and/or enforce vehicle code violations
- Investigate traffic accidents and prepare reports
- Direct traffic, enforce parking regulations, make criminal arrests, serve warrants, transport prisoners, take finger prints, transport funds for university deposits, testify in

court, attend arraignments and preliminary hearings and enforce university policies and procedures

- Perform routine building checks for safety hazards, mechanical problems and failures and other deficiencies

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of Commonwealth laws, rules, and regulations governing motor vehicle operation and personal conduct for employees or visitors at Commonwealth facilities
- Knowledge of Commonwealth provisions for emergency situations
- Some knowledge of group behavior
- Skill in the use and care of offensive and defensive weapons
- Ability to react quickly and calmly in emergency situations and to determine proper courses of action
- Ability to enforce laws firmly, tactfully, and with respect for the rights of others.
- Ability to understand and carry out oral and written instructions

MINIMUM EXPERIENCE AND TRAINING: One year of police experience and formal training in the provisions of basic police services as certified through Act 120 training; OR any equivalent experience or training.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Pennsylvania Motor Vehicle operator's license. Ability to meet such qualifications regarding strength, agility, and health as may be required.

Adopted October 11, 2007

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