



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Law Enforcement Occupation

CLASSIFICATION CODE/PAY GRADE:

26613/SG

BARGAINING UNIT:

FOP

Police Sergeant

SERIES PURPOSE: The purpose of the Law Enforcement Occupation is to dispatch officers to protect lives and property, prevent crimes, and enforce laws and/or to protect lives and property, prevent crimes, and enforce laws. Incumbents patrol grounds and buildings and perform security functions and/or dispatch officers to patrol grounds and buildings and perform security functions.

CLASS CONCEPT: The class works under general direction and requires thorough knowledge of law enforcement methods and procedures and safety practices in order to direct and lead police officers (i.e., including, but not limited to, recommending discipline, conducting performance evaluations, conducting roll call and routine assignments) and/or performs or coordinates and oversees technical or specialized functions related to law enforcement operations.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Directs and leads police officers' (i.e., including, but not limited to, recommending discipline, conducts roll call and routine assignments) under immediate command engaged in law enforcement activities to include reviewing staff reports to ensure quality control, conducting meetings to inform staff of new policies and methods of operations and general orders and procedures, enforcing code of ethics, observing officers on patrol duties and making recommendations for improved performance and inspecting vehicles and equipment; and/or performs or coordinates and oversees technical or specialized function related to law enforcement operations.

Performs variety of personnel, patrol-related and administrative duties; provides information to public and others; trains police officers; maintains liaison between other police agencies, news media and public officials; handles complaints from general public or court officials; serves as primary evidence custodian; provides computerized statistical and other patrol-related reports to include reports for problem behavior enforcement sites; prepares and/or responds to correspondence; explains policy to assigned staff and ensures compliance with applicable laws, rules and regulations; develops and implements operational goals for assigned post; investigates and reports violations of rules and regulations; processes invoices; requisitions supplies; speaks before groups; dispatches personnel; resolves unexpected problems

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immediately; instructs specialized courses and conducts training; prepares, reviews, maintains and/or monitors required reports; maintains records of certifications; operates LEADS; operates personal computer to generate reports and/or to edit, enter, and/or verify data; prioritizes work in conjunction with deadlines.

Apprehends and processes criminal violators; patrols areas in extreme weather conditions and any other law enforcement functions as necessary. Performs other related duties as assigned.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: criminal and civil law; rules and regulations dealing with universities; university law enforcement (i.e., patrolling and enforcement techniques, laws of evidence, methods of arrest, search and seizure and investigation, handling of prisoners); public and human relations; departmental regulations outlining standards of ethics and uniform dress and care; first-aid and emergency care; management; labor relations; manpower planning; employee training and development; direct supervision; safety practices; counseling; interviewing.

Skill in: use and maintenance of firearms and equipment.

Ability to: deal with many variables and determine specific action; use statistical analysis; write instructions and specification regarding proper uses of equipment and proper law enforcement procedures; gather, collate, and classify information about data, people, or things; establish friendly atmosphere as large section chief.

(*)Developed after employment.

MINIMUM QUALIFICATIONS: Basic Ohio Peace Officer Training Certification; minimum of four (4) years' experience as a regular full time University Police Officer by the close of the application period; must be a YSU/FOP bargaining unit member; valid Driver's License.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: Basic Ohio Peace Officer Training Certification; LEADS Certification, if needed; must maintain physical requirements as established by division; must qualify annually with firearms and related equipment.

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform heavy work.

HEAVY: work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects. Work involves personal exposure to firearms, hazardous materials and inclement

weather; exposed to blood at crash scenes; collects bodily fluids for testing; lifts injured people; exposed to traffic hazards; required to apprehend and arrest criminal violators; may physically subdue violators; may be required to work rotating shifts; on-call 24-hours per day.

UNUSUAL WORKING CONDITIONS: May work weekends and nights; works outside exposed to inclement weather; subject to call in emergency situations; exposed to unpredictable client behavior; may be exposed to physical attacks.