

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION
(allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University
9. Position Number: W0006999
10. Department ID: 3670070030

2. Employee Name (leave blank if position vacant)
11. Present Class Title (if existing position): University Police Officer

3. Division: Administration and Finance
12. Proposed Class Title: University Police Officer Trainee

4. Section: Public Safety

5. Unit: University Police

6. Location (address where employee works)
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%

School Employee

Limited Term ending date (if applicable):

H	13. Allocation	University Police Officer Trainee
U	Supervisory Status:	yes/no
M	FLSA CODE:	nonexempt/exempt
A	14. Effective Date:	1/28/09
N	15. By:	Approved: JSB
R	16. Audit(s)	
E	Date:	By:
S	Date:	By:
O	17. Position Review(s)	
U	Date:	Date:
R	Date:	Date:
C		
E		
S		

8. Regular hours of work: (enter appropriate time)
FROM: 8:00 AM/PM TO: 6:00 AM/PM 10 hours Saturday-Tuesday

PART II - Organizational Information. To be completed by department head or supervisor of the position.

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)

In order to maintain adequate staffing for 24 hours a day, 7 days a week patrol, and to maintain a 1000 to 1 officer/population ratio which is average throughout the state.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This would be a beginning level, career ladder position. It would provide a career opportunity for individuals who are interested in law enforcement but would not normally be eligible for the University Police Officer position. After successfully completing one year in this trainee position, the Police Officer Trainee would be eligible to promote to the University Police Officer class. This is a Trainee/Apprentice position for the University Police Officer series.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Richard Herrman	University Police Captain	W0017695
List other individuals who may provide input for evaluation purposes.		
Name	Title	Position Number
Gary Marshall	Sergeant	W0007001

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The University Police Officer Trainee, for the most part, works independently with little or no direct supervision; however, this position is held accountable for following proper procedures as set forth in the departmental rules and regulations, state laws, city ordinances, law enforcement code of ethics, the United States Constitution and Bill of Rights, and general principles of police work. Special assignments and circumstances occur from time to time which require more detailed instructions and such information will be given in briefings at the time of occurrence. This position may be required to work special or emergency assignments with little or no notice at the discretion of the University Police Sergeant or the department. Direct supervision is received through written and oral instructions and review of records and reports by the University Police Sergeant or other higher ranked police personnel.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); *how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1. 30% E Learns to patrol, on foot or by vehicle, assigned areas for signs of trouble and responds with action appropriate to the situation. Considers circumstances of an observed or suspected violation of law and determines whether to initiate an investigation, a search, an arrest, or any other applicable action. Becomes involved in investigations, testifies in court, and confers with other law enforcement agencies. Collects, analyzes, and verifies information from interviews with persons involved. Assesses consistency and value of information received. Makes notifications as indicated or needed. Learns to locate, collect, handle, and preserve physical evidence. Interviews complainants, witnesses, and suspects. Directs and controls traffic and pedestrian movement on campus. Patrols streets and enforces traffic ordinances and laws issuing traffic citations for moving traffic violations into municipal and district courts as appropriate. Enforcement of traffic laws may involve multi-tasking to include driving a vehicle at higher speeds while reading car registration plates; relaying that and other pertinent information on the radio; receiving and monitoring radio traffic; and positioning vehicles to provide for officer, violator, and public safety. Learns to manage accident scenes by controlling traffic flow, which may include directing traffic for extended periods of time in extreme weather and holding safety equipment (i.e. traffic wands) while indicating traffic patterns with arms extended at shoulder height; investigating the cause, which may include photographing and/or sketching diagrams of the scene; and taking appropriate enforcement action. Reports hazardous conditions to responsible parties and notifies supervisor of same.
2. 25% E Completes written reports in compliance with department procedures. Determines the necessity of reports and completes them promptly using appropriate report forms. Learns to initiate follow-up reports when a case requires further investigation. When applicable, marks and packages evidence and insures that it is properly documented and stored for later examination or court presentation. Reports are to be well organized with narration given in chronological order; concisely written but including all pertinent or required information; easy-to-understand using neat and legible handwriting; and written with correct spelling, grammar, punctuation, and word usage.
3. 10% E On an apprentice level, apprehends and/or arrests violators of the law, exercising care to insure legal and constitutional soundness which may involve pursuing a suspect on foot in extreme climates over hilly terrain or obstacles and/or restraining combative individuals. Takes suspects into custody and completes the booking process. Adheres to the United States Constitution and Bill of Rights, state laws, city ordinances, departmental rules and regulations, law enforcement code of ethics, and general principles of police work when making an arrest. Appears and testifies as a professional witness when summoned.
4. 10% E Responds to emergency situations, which may involve extreme physical exertion such as running up flights of stairs and carrying necessary equipment; makes immediate decisions based on known facts; initiates immediate action to gain control of the situation; renders necessary aid; and interviews all parties involved. Learns to operate emergency vehicles safely and within the guidelines established by the department which may involve driving at high speeds while relaying and receiving pertinent information over excessive background noise. Exercises all appropriate caution to insure safety of all concerned and minimum property damage whenever and wherever possible. Renders aid and assistance to citizens and motorists whenever appropriate.
5. 10% E Establishes and maintains professional contact with University employees, residents, and others common to patrol district to obtain cooperation and favorable attitude in the maintenance of order and effective police protection. Uses a variety of communications skills and special techniques when contacting members of the community who may include groups with beliefs contrary to those of the officer; persons who may be emotionally excited; as well as people with varied cultural and educational backgrounds in order to maintain control of situations/interviews while avoiding negative consequences such as escalating a potentially explosive situation; making unsubstantiated accusations or innuendos; and/or unnecessarily alarming individuals. Learns and provides information about police policies, procedures, and techniques as they affect the public. Presents a professional demeanor in accordance with law enforcement code of ethics and a well-groomed appearance in compliance with departmental rules and regulations. Maintains good relations with other law enforcement agencies.
6. 5% E Develops skill and proficiency in the use of all equipment to include firearms, oc spray, handcuffs, and vehicles. Maintains safe care and control of authorized equipment and vehicles. Keeps all issued equipment readily available and in good repair. Reports all equipment needs to supervisor as those needs arise.
7. 5% E Maintains annual law enforcement officer certification as required by state statute. Qualifies with duty weapon twice a year. Attends all required departmental training and utilizes such training to its fullest extent. Keeps up-to-date on all legal changes and on all departmental activities affecting the proper discharge of duties. Complies with all laws, rules, regulations, codes of ethic, and procedures applying to the law enforcement profession. Maintains certification in first aid principles and is skilled in their application.

5% E

Carries out all required and appropriate duties when assigned, often with short notice and could involve adverse weather conditions and extended hours. May be required to supervise others in a limited capacity as the situation demands. May be assigned to work special investigations on a temporary basis as deemed necessary by the department. Performs surveillance operations sometimes in extreme weather and/or for extended periods of time without relief. Work is reviewed frequently by supervisor for results achieved.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

An error in action or decision of a University Police Officer trainee could result in the loss of life be it his/her own, an innocent bystander, or the victim in a criminal or medical emergency situation. Certain errors could lead to property damage, injuries, and some disruption of work flow. For example, misuse of a patrol vehicle in a pursuit could cause damage to vehicles and surrounding property and the injury of occupants or pedestrians. The department responds in those situations where disruption occurs and attempt to rectify the problems so that order can be restored and normal activities resume.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The University Police Officer Trainee has daily contact with University employees, residents, and others common to the patrol district. He/She interacts formally and informally with the community to obtain cooperation and a favorable attitude in the maintenance of order and effective police procedures. Officers also provide information about police policies, procedures, and techniques. The University Police Officer Trainee works with other law enforcement agencies and with court officials when appearing and testifying as a witness.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

Required to work varying periods of time outside in all types of weather conditions. Subject to encountering physical resistance, to include lethal weapon, during performance of law enforcement duties. During emergency conditions may be subjected to severe mental and physical stress.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

We provide employee with protective clothing, agency approved weapon and ammunition, OC spray for intermediate use of force, restraint devices, ear plugs, surgical gloves, properly maintained emergency vehicles, and adequate training for all of the above.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Two-way radio - frequently during daily shift. Teletype as required.
Motor vehicle/Bicycle: Daily basis as assigned. Camera as required.
Radar: Regularly as assigned.
Building keys: Daily-lock and unlock buildings as required.
Restraint devices - as required.
Service Weapon - qualification 2 times per year.
Computer - daily basis as required.

PART III - Education, Experience and Physical Requirements Information.

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

High School diploma or equivalent.

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

First Aid and CPR certification necessary after employment

Must possess a valid unrestricted driver's license (corrected vision acceptable)

Must be certified by the Kansas Law Enforcement Training Commission within one year of employment and attend 40 hours of in service training each year after certification.

Must not have been convicted of and must be free of any diversions from a felony or a misdemeanor domestic violence crime.

Must take and pass a drug-screening test approved by the Division of Personnel Services at the time of appointment.

Must be a United States citizen and at least 21 years of age.

Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Good physical health and must be able to fulfill all requirements for admission to an accredited Kansas Law Enforcement Training Academy.

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

b) List preferred special knowledge, skills and abilities.

Thorough working knowledge of local, state, and federal law, and university rules and regulations. Ability to make reports in written form in a clear and concise manner.

Additional special requirements preferred: all of the following to be considered equally: expresses good judgement; displays job knowledge, skills abilities and interests; shows ability to maintain positive public relations; demonstrates analytical ability; demonstrates good verbal communication skills, indicates high stress tolerance.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).