
POSITION SPECIFICATIONS

**Position Title: Police Officer
Police**

Department: Western Kentucky University

**Pay Band: Current Pay Scale
Finance**

University Division: Strategy, Operations, and

Description of Work

A person in this position as a sworn police officer performs police duty, technical and responsible police work in the protection of life and property through the enforcement of laws and ordinances as an independent unit or under the supervision of a Senior Officer, Corporal, Sergeant, Captain, and/or Chief. Work involves an element of personal danger. Work involves substantial public contact with citizens and law violators. Work involves protecting life and property, prevention of adult and juvenile crime, apprehension of law violators, directing traffic, and general enforcement of laws and ordinances. Work is performed following departmental rules and regulations and oral instructions from a superior, but some initiative and judgment must be exercised in performing work assignments. While most decisions are limited by established procedures, some independent judgment must be exercised in the handling of specific cases. A person in this position may be assigned to work any shift (day, evening, night) including weekends and holidays and overtime assignments.

NOTE: WKU is an equal opportunity employer and strives to create a safe and inclusive campus community. Please see our annual campus safety report on our website:

www.wku.edu/police/2021campussafetyreport.pdf

Examples of Work

- Conducts crime prevention patrols of assigned areas of the campus on foot, bike, and/or from a vehicle.
- Conducts patrol of university buildings assigned.
- Conducts investigations into alleged violations of law.
- Makes arrests when appropriate for violations of the law.
- Conducts vehicle stops when appropriate and issues citations for moving violations.
- Investigates automobile accidents.
- At the scene of a crime or accident conducts initial investigations, administers first aid to victims, interviews witnesses, victims, and suspects, and lays the groundwork for follow-up investigative work.
- Processes crime scenes (photographs, lifts latent fingerprints, etc.)
- Attends court proceedings and testifies in court when appropriate.
- Exercise crowd control techniques during special events (concerts, athletic events, etc.)

- Participates in overtime assignments as needed.
 - Submits police reports to superiors.
 - Enforces parking regulations by citing and towing vehicles following established state parking laws.
 - Assists in the direction of vehicular and pedestrian traffic.
 - Provides escort service as needed.
 - Investigates personal injuries occurring on university property.
 - Performs other police duties as assigned by the Chief of Police or his designee.
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MINIMUM QUALIFICATIONS

Eligibility:	<p>Applicants must be 21 years old by the POPS testing date</p> <p>U.S. Citizenship</p> <p>Valid motor vehicle driver's license</p> <p>High School Diploma or GED Equivalent</p> <p>Male applicants between 18 and 26 have registered with the Selective Service</p> <p>Positive community, interpersonal, and employment records</p> <p>No felony or domestic violence convictions</p>
Education:	<p>High school diploma or equivalent. College, military, and or prior law Enforcement welcomed.</p>
Testing:	<p>Must successfully complete a standard battery of tests according to Police Officer Professional Standards requirements to determine suitability and adaptability as a police officer.</p>
Training:	<p>Successful completion of Department of Criminal Justice basic training and successful completion of Field Training with this department or hold valid POPS / POST Certification.</p>
Skills:	<p>Ability to develop skills in the use and care of firearms, and in the safe and efficient operation of motor vehicles. Must be able to acquire proficiency in the operation of LINK/NCIC computer, techniques, and mechanics of arrest, traffic direction, report writing, fingerprinting, use of a camera, interviewing, and lifting latent fingerprints. Ability to deal courteously yet firmly and effectively with the public in police situations. Ability to act quickly and calmly during emergencies. Ability to use a police radio and police work weapons. Ability to learn thoroughly a wide variety of rules and procedures. Ability to establish and maintain good working relationships with faculty, staff, students, public officials, and fellow employees. Must have basic typing skills and the ability to acquire proficient basic computer skills.</p>

Experience: No law enforcement experience is required.

Physical: Excellent physical condition. Must be capable of strenuous physical effort during arrest operations. Must have the ability to maintain a satisfactory fitness level as delineated in the *Law Enforcement Officer Essential Job Functions* form. Must pass semi-annual departmental firearms training.