

# UNIVERSITY OF NEW HAVEN

## Position Description

**DEPARTMENT:** University of New Haven Police Department

**OFFICIAL TITLE:** Patrol Officer

**SUPERVISION RECEIVED:** Employee is supervised

**SUPERVISION EXERCISED:** None

**GENERAL STATEMENT OF DUTIES:** Protect students, faculty, staff, campus visitors, Property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal activity.

### **ESSENTIAL DUTIES:**

- Patrols assigned areas, as required, with various modes of transportation, including but not limited to patrol vehicles, bicycles and on foot.
- Responds to and assesses various routine and emergency scenarios, including but not limited to criminal and civil complaints.
- Responds to and assesses various scenarios that threaten the safety and security of persons and property of the University of New Haven.
- Prepares detailed police reports as required and in accordance with department policies, university needs and federal and state laws.
- Investigate motor vehicle accidents, as required.
- May provide security escorts and other crime prevention duties as assigned.
- May be assigned to student, social, athletic and other organized meetings and activities to ensure public safety and order.
- Acquires and maintains necessary knowledge in various laws, procedures and modern technologies related to law enforcement.
- Provides factual testimony in criminal and civil proceedings
- Safely operates and maintains various police equipment.
- Assist in training of new members of the UNH Police Department.
- Follow Departmental Chain of Command in the performance of duties.
- Remains proficient in all required POST certifications
- Assist with campus parking issues and enforce campus parking violations.

### **SECONDARY DUTIES:**

- Handle Lost and Found property
- Render first aid when needed
- Make referrals, calls and complete administrative paperwork.
- Performs related duties as assigned.

**EDUCATIONAL REQUIREMENTS:** High school degree required. College Degree preferred.

**OTHER POSITION REQUIREMENTS:**

- Must be able to work a flexible schedule including working overtime hours, weekends, University observed holidays and University closures for emergency or inclement weather.
- The job is physically demanding and requires walking, climbing, biking, bending, stooping, running, and standing for long durations. Periodic physical examinations and assessments may be required to ensure that employees are fit for duty and can work safely.
- Must be able to successfully complete a vigorous background check, including but not limited to, a polygraph and psychological examination.

**QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:**

- Current certification as a Police Officer in the State of Connecticut
- Two years of experience as a Police Officer in the State of Connecticut
- Experience working at an institute of higher learning.
- Valid Connecticut State Driver's License.
- Ability to communicate in a professional, clear and concise manner
- Strong interpersonal skills and ability to deal with a diverse employee and student population.
- Ability to interact with tact and diplomacy when dealing with hostile and irate individuals.
- Ability to maintain confidentiality of sensitive and private information.
- Working knowledge of Microsoft Office.

**Disclaimer:** The duties listed above are representative and characteristic of the duties required and the level of the work performed in the job title. The duties will vary from incumbent to incumbent in the job title.

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