

Police Supervisor	Skill Level: 10
FLSA Status: Non-exempt	IPEDS: 705

Job Purpose: Work performed in supervising security officers on the shift, monitoring shift activities, controlling campus security, conducting investigations of crimes and accidents, protecting property, facilities, citizens, staff and students by law enforcement.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Prepares and posts the daily schedule of assignments for driving patrols, walking patrols, and dispatch desk.
Prepares and submits work performance reports.
Counsels employees on problems and deficiencies such as tardiness and incomplete uniform.
Prepares and assigns shift schedule and assignments for off/on days.
Assures building security, traffic control, parking lot management, and patrol readiness for crime and hazard.
Responds to electronic alarms, radio and telephone calls on fires, personal injuries and crimes in progress.
Dispatches nearest available units needed to control reported situation.
Communicates with municipal and state police according to procedure.
Oversees training of new officers by orienting officers to shift activities and procedures, assuring exposure to all security procedures, and evaluating training progress.
Performs certain administrative and operational tasks for the shift such as coordinating vehicle availability with maintenance department, and arranging for escort or transport of the disabled, injured, "VIP's", or persons carrying cash funds.
Acts as a patrol officer as deemed necessary.
Investigates or supervises others investigating suspected crimes, reporting findings and arresting suspected individuals.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
These functions may vary by institution.
Incumbents may provide backup to various functions within the unit.
May be required to perform related clerical tasks as assigned
Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

Supervises security officers on the shift.

Job Specifications:

Meets the requirements of a Certified Police Officer, per TCA 38-8-107, including completion or attendance and completion within one year following employment, of a law enforcement academy curriculum approved by the Tennessee Peace Officer Standards and Training Commission.

Meets the requirements of TCA 38-8-106, Qualifications of Police Officers:

- (1) Be at least eighteen (18) years of age;
- (2) Be a citizen of the United States;
- (3) Be a high school graduate or possess equivalency;
- (4) Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances;
- (5) Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
- (6) Have his fingerprints on file with the Tennessee Bureau of Investigation;
- (7) Have passed a physical examination by a licensed physician;
- (8) Have a good moral character as determined by a thorough investigation conducted by the employing agency; and
- (9) Be free of all apparent mental disorders as described in the Diagnostic and Statistical manual of Mental Disorders, Third Edition (DSM-III) of the American Psychiatric Association. Applicants must be certified as meeting these criteria by a qualified professional in the psychiatric or psychological fields.

Possess a valid Tennessee operator license as issued by the Tennessee Department of Safety.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of the court system and presentation of evidence in court proceedings.

Knowledge of campus policies, city, county and state laws.

Knowledge of modern police practices and methods used in crime investigations and the identification and presentation of physical evidence.

Knowledge of geographic area of the campus.

Knowledge of the principles and practices of security supervision.

Knowledge of the campus and local area provisions for emergency situations.

Ability to ascertain facts through personal contact, observation, and to determine proper course of action.

Administrative and supervisory ability.

Ability to maintain emotional control under pressure.

Ability to explain and interpret provisions of laws, ordinances, and regulations.

Ability to enforce laws firmly, tactfully, and with respect for the rights of others.

Ability to plan and direct the work of others.

Ability to operate all law-enforcement equipment necessary in the performance of required duties.

Ability to meet local area and institutional requirements related to bonding, arrest authority and weapons use.

Ability to establish and maintain an effective working relationship with the students, the public and other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	10	623334332

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.