

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ POSITION NUMBER N9367

PRESENT CLASSIFICATION Police Officer DATE 05/25/22

DEPARTMENT/DIVISION Facilities Management

Function

The Police Officer is the primary agent responsible for carrying out the functions of the Southern Illinois University School of Medicine Office of Police and Security. The Police Officer safeguards life and property by enforcing applicable state statutes, city or county ordinances, and University regulations.

Organizational Relationship

Southern Illinois University School of Medicine (SIU SOM) police officers report to the Police Lieutenant, who reports to the Director of Public Safety, who reports to the Executive Director of Facilities Management, who reports to the Associate Provost for Finance and Administration, who reports to the Dean and Provost.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

- 75% 1. Police Officers patrols University properties and adjacent streets to detect, prevent and disrupt crime. They operate a motor vehicle and other related equipment on a daily basis.
- 5% 2. Police Officers investigates campus security and safety conditions and make recommendations to a supervisor or Director of Public Safety.
- 5% 3. Police Officers investigates traffic and on the job accidents, burglaries, and thefts, and other infractions of the rules and regulations of the University or local, state and federal laws and may arrest or assist in the arrest of violators. Police Officers prepare detailed reports and submit to a supervisor or Director of Public Safety.
- 5% 4. Police Officers assists local, state, and/or federal law enforcement or public agencies during emergencies.

- 5% 5. Police Officers control vehicle traffic and enforce traffic laws and parking regulations. They issue parking violation notices as required.
- 5% 6. Police Officers performs other related duties as assigned.

Skills and Abilities Needed for the Position

1. Sensitive to the needs of underrepresented minority populations.
2. Working knowledge of the behavioral sciences.
3. Working knowledge of criminal statutes, federal and state, as well as University rules and regulations.
4. Working knowledge of criminal justice system and the criminal courts procedures.
5. Working knowledge of University administrative and organizational structures.
6. Working knowledge of crime scene searches and the collections, preservation and control of physical evidence.
7. Working knowledge of departmental policies and procedures.
8. Extensive knowledge of firearms and when to use them in the performance of duty.
9. Working knowledge of police communications and procedures.
10. Working knowledge of interviewing and interrogation procedures for interviews with victims, witnesses, and suspects.
11. Working knowledge of report composition.
12. Working knowledge of First Aid.

Responsibility

- A. Supervisory Controls – Primarily works independently with a minimum of supervision. Areas of responsibility and special duties are assigned by a supervisor. The employee is expected to exercise some imitative in establishing priorities. Supervisor makes daily reviews of completed work to ensure that duties and assignments are satisfactorily performed.
- B. Guidelines – Guidelines are generally set by state and federal statutes, city ordinances, University regulations and policies, and departmental policy and procedures.

Difficulty

- A. Complexity – Interpreting complex and legally demanding statutory provisions, influenced by cumbersome court decisions, and enforcing these provisions under conditions often involving emotionally tense circumstances without the benefit of direct supervision.

Personal Contacts

A Police Officer interacts with University students, faculty, staff, patients, visitors, and the general public to provide the needed assistance and services. Also, comes in contact with criminal violators and police officers from other law enforcement agencies. Has infrequent contact with judges and prosecuting officials in person or in writing.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

Physical Requirements - Must be in good health and able to climb stairs, walk concrete floors in buildings and sit on surveillances without becoming bored or not completing work. Must be able to stand and direct traffic for long periods of time. Must be able, if necessary, to work long periods of overtime in addition to regular shifts.

Work Environment – The normal risks associated with being in the law enforcement profession. Normal discomforts associated with long hours. Normal unpleasantness associated with enforcing laws and University regulations. Sometimes dangerous situations can develop with hostile individuals or groups during the apprehension and arrest of suspects.

Comments

INCUMBENT: _____ DATE _____

REVIEWED BY: _____ DATE _____
Police Lieutenant

Executive Director
Facilities Management

DATE _____

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **3086 Officer, Police**

Position No. (If applicable): **N9367** Department: **Capital Planning and Service Operations-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input checked="" type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		10 - 20 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		20 - 40 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date