

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION
CLASSIFICATION SPECIFICATION**

CLASS NAME: Police Specialist
PAY GRADE: Police Specialist Pay Range

DEFINITION:

A Police Specialist provides basic police services as defined in the Patrol Officer classification in addition to serving as a police specialist in a particular area as designated by the Chief of Police/Department Director. Possession of particular certifications is not the determinant for this classification. Officers must possess the appropriate training/certification (as designated by PASSHE) and must be assigned as a department specialist by the Chief of Police/Department Director and work in the area of specialization on a routine and recurring basis. Employees in this classification are deputized and exercise the powers of arrest.

The Police Specialist works at the direction of the Department Director/Chief of Police or his designee with little direct supervision; day to day direction may be provided by a higher classified police officer.

The work of the Police Specialist relative to routine day to day police work is generally limited to routine decisions and actions guided by standard police and department or university procedures. Work relative to specialty areas is guided by policies, procedures and guidelines in the area of the specialty, but the Police Specialist has wider latitude in this area relative to decision making and actions based on the officer's specialized training and designation by the Department Director/Chief of Police as the specialist in the particular area.

An employee in this classification performs routine police officer duties as enumerated in the Patrol Officer classification. However, the primary duties for the position are assigned in one or more specialty areas including but not limited to the following:

- Day to day criminal investigations
- Campus crime prevention officer
- Campus K-9 officer
- Evidence/property management officer
- Campus crime scene technician
- Campus traffic accident investigator/re-constructionist
- Campus computer crimes interrogator
- Supervision of and responsibility for student security
- Supervisor of and responsibility for department equipment and supplies
- Coordinator for specific approved and funded programs
- Specialized training and skill development of lower level officers but exclusive of orientation and training of new officers

EXAMPLES OF WORK PERFORMED:

- Any work examples in the Patrol Officer classification
- Perform day to day criminal investigations including review of incident reports from all shifts for the purpose of assessing need for follow-up on particular incidents within the shift or for referral to the department criminal investigator or department director
- Supervise and manage all facets of student security officer/dispatcher hiring and assignment and/or formal residence hall student security staff hiring and assignment
- Supervise and be responsible for management, control, replacement recommendations, and selection recommendations for department equipment and supplies including, but not limited to, patrol vehicles, uniforms, and routine equipment issued to officers
- Be responsible for crime scene management and evidence collection, including maintaining and ordering evidence collection equipment
- Be responsible for logging and management of collected evidence, for custody chain of evidence and preparation of evidence for court proceedings
- Be responsible for exercising and daily care of the K-9, maintaining required monthly training, and caring for specialized vehicle

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of Commonwealth laws, rules, and regulations governing motor vehicle operation and personal conduct for employees or visitors at Pennsylvania State System of Higher Education Universities; or of modern police practices and methods used in crime investigation and the identification and preservation of physical evidence
- Knowledge of Commonwealth provisions for emergency situations
- Knowledge of group behavior and the principles and practices of group control
- Skill in the use and care of offensive and defensive weapons
- Ability to enforce laws firmly, tactfully, and with respect for the rights of others
- Ability to understand and carry out oral and written instructions

MINIMUM EXPERIENCE AND TRAINING: One year as a Patrol Officer or two years of police work AND formal training in the provision of basic police services as certified through Act 120 Training AND other specialized training in a specific area of police work such as crime prevention, criminal investigation, traffic accident investigation and/or crime scene processing; OR any equivalent experience or training.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Pennsylvania Motor Vehicle operator's license. Ability to meet such qualifications regarding strength, agility and health as may be required.

Adopted October 11, 2007

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