

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

CLASS NAME: Police Supervisor

PAY GRADE: Police Supervisor Pay Range

DEFINITION:

This is supervisory and advanced technical police work in which the employee provides basic police services in addition to supervising other officers in the provision of basic patrol activities and/or supervising and reviewing the conduct of criminal investigations within the department. Employees in this classification are deputized and exercise the powers of arrest.

These employees have significant responsibility for the oversight of their work efforts as well as those of subordinate officers. Police Supervisors have the ability to determine on a day to day basis, within established police guidelines, the proper manner to conduct their work and determine when it is necessary to seek guidance from the Chief of Police/Department Director prior to action. Police Supervisors are expected to provide routine updates to their supervisor.

Employees in this classification serving as patrol supervisor oversee the basic police services work of subordinate officers and other staff on the particular shift to which they are assigned. They conduct on-the-job training to develop police knowledge and skills for all subordinate personnel and may assist in the conduct of a formal training program for new employees.

EXAMPLES OF WORK PERFORMED FOR PATROL SUPERVISOR:

- Organize work for subordinate officers on the shift and direct patrol activities for the shift
- Serve as the initial on-scene commander for all emergency situations and incidents on campus
- Coordinate necessary emergency activities with external agencies and internal departments that are required in the course of an assigned shift
- Serve as intake officer relative to any complaints from employees, students or the public regarding the action of the department and/or officers assigned to the shift being supervised
- Review reports and criminal complaints completed by officers assigned to the shift being supervised
- Provide formal and informal evaluation of the performance of officers assigned to the shift being supervised consulting with the Chief of Police/Department Director as appropriate or directed
- Make necessary overtime assignments for the shift being supervised and/or shift following the supervised shift in accordance with established department policies and guidelines

- Approve leave requests of subordinate officers on the supervised shift within established department, university and collective bargaining guidelines
- Formally communicate with subsequent shift supervisor on a daily basis regarding shift activities and issues

Employees in this classification serving as criminal Investigator are the designated department point person for the handling, review, assessment and conduct of all criminal investigations at the direction of the Chief of Police/Department Director. This employee oversees, reviews and assigns criminal investigation work.

EXAMPLES OF WORK PERFORMED FOR CRIMINAL INVESTIGATOR:

- Review reports and actions by all subordinate officers relative to criminal investigation actions
- Direct and supervise subordinate officers relative to necessary actions and/or corrections to criminal investigations
- Communicate to the Chief of Police/Department Director and shift supervisor regarding necessary actions relative to criminal investigations by subordinate officers
- Provide formal input to the Chief of Police/Department Director and shift supervisor regarding performance on subordinate officers involved in criminal investigations
- Prepare necessary reports of conduct and complete criminal investigations
- Oversee evidence processing for criminal investigations
- Coordinate with the Chief of Police/Department Director for all information required by District Attorney for processing of criminal complaints
- Notify subordinate officers of court time requirements for criminal complaints and schedule overage coordination with supervising shift officers
- Coordinate student judicial complaints for matters involving department investigations
- Assist in preparation of state and federal crime reporting requirements
- Serve as the designated liaison with campus and outside agencies for criminal investigation and crime reporting activities

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 the principles and practices of police supervision
- 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 Police Specialist or two years of police work including one year at a supervisory level or one year of advanced technical police work AND formal training in the provision of basic police services as certified through Act 120 Training, 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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