



## University System of Maryland Job Class Specification

**TITLE: UNIVERSITY POLICE OFFICER IV**  
**FLSA: NONEXEMPT**  
**EEO6: H70**  
**IPEDS-SOC: 33-3051**

**JOB CODE: N16UP4**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: POL**

**APPROVED BY: Chancellor's Designee:**  
**Donald Tynes, Director of Human Resources**

**EFFECTIVE DATE: 7/1/2001**

### **JOB SUMMARY**

Under general supervision, functions as a supervisor of a shift and/or complex specialized unit.

### **PRIMARY DUTIES**

1. Supervises routine operations and staff of a shift, sets work priorities and evaluates staff; or functions as a senior specialist responsible for coordinating activities of a complex specialized unit.
2. Monitors operations and performance for adherence to departmental standards and takes corrective action as appropriate.
3. Prepares reports and makes recommendations to improve operations.
4. Investigates citizen complaints regarding police performance.
5. Assumes command at serious accidents or incidents.
6. Inspects law enforcement personnel under their supervision.
7. Reviews and edits reports from assigned staff.
8. Performs all the duties of a University Police Officer II and III.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

**EDUCATION: High School Diploma or GED.**

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**EXPERIENCE:** Two years as a sworn police officer.

**OTHER:** Certification as a sworn Police Officer recognized by the Maryland Police Training Commission and valid Maryland Non-commercial Class C or equivalent driver's license.

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of citizens rights and responsibilities; of federal, state, and local laws and ordinances. Skill in detecting situations imperiling public safety; in operating emergency vehicles under all conditions; in the care and use of firearms, self defense tools and criminal detection devices; in communicating effectively both orally and in writing; in operating two way radios and telephones in a variety of environments; in conducting confidential investigations; in applying knowledge, experience, and reason to arrive at prompt and effective decisions for both routine and critical situations. Ability to show sensitivity in interactions with a diverse population; to maintain composure and demonstrate professionalism and restraint at all times; to perform extensive sitting, driving, standing, walking, climbing, and running; to lift, drag, and carry heavy objects; to establish and maintain effective working relationships; to follow oral and written directions; to provide guidance and training or supervision to others; to respond to situations requiring physical stamina and force; to enter and exit vehicles frequently and quickly; to work in and wear personal protective equipment.

**OTHER:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

### **CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees in this job class are required to maintain certification as specified by the Maryland Police Training Commission. Employees in this job class may be subject to pre-employment and random drug testing.