



## University System of Maryland Job Class Specification

**TITLE: UNIVERSITY POLICE OFFICER I**  
**FLSA: NONEXEMPT**  
**EEO6: H70**  
**IPEDS-SOC: Q-333051**

**JOB CODE: N10UP1**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: POL**

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

**EFFECTIVE DATE: 7/1/01**

### **JOB SUMMARY**

Under direct supervision, participates in formal and on-the-job training programs to achieve and maintain the Maryland Police Training Commission and institutional requirements. Performs the duties of an entry level Police Officer.

### **PRIMARY DUTIES**

1. Patrols designated areas by vehicle and foot to identify and report safety hazards, detect violations of laws and ordinances, and identify wanted vehicles, persons, and unusual conditions.
2. Responds to calls for assistance and emergency service; takes action as directed. Assists in preliminary and follow-up investigations by interviewing and obtaining statements. Assists in collecting and preserving evidence.
3. Assists in surveillance and in serving warrants and summonses.
4. Assists in apprehending, detaining, and processing violators. Performs searches, detains vehicles and persons, and makes arrest when institutional authority and Maryland State Certification are presents.
5. Interacts with campus community and establishes rapport with public.
6. Operates a variety of communication equipment to obtain, report, and verify information. Prepares and completes a variety of detailed reports and forms to support investigations.
7. Assists in the preparation of cases; appears and testifies in court.
8. Enforces laws, ordinances, and institutional regulations when institutional authority and Maryland State Certification are present.
9. Directs traffic.

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10. Operates and utilizes a variety of law enforcement equipment such as firearms, self defense tools and criminal detection devices.

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.

EXPERIENCE:

OTHER: Valid Maryland Non-commercial Class C or equivalent driver's license.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Working knowledge of citizens rights and responsibilities; to communicate effectively both orally and in writing; to operate two way radios and telephones in a variety of environments; to show sensitivity in interactions with a diverse population; to maintain composure and demonstrate appropriate professionalism and restraint at all times; to comprehend laws, ordinances, rules, and regulations; to sit, drive, stand, walk, climb, and run for sustained periods of time; to lift, drag, and carry heavy objects; to detect situations imperiling public safety; to establish and maintain effective working relationships; to follow oral and written directions; to physically respond to emergency situations requiring physical stamina and force; to enter and exit vehicles frequently and quickly; to operate emergency vehicles under all conditions; to meet Maryland Police Training Commission and institutional proficiency requirements in the care and use of firearms; to work in and wear personal protective equipment; to conduct preliminary and follow-up investigations.

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 achieve and maintain certification as specified by the Maryland Police Training Commission and must meet the minimum standards of appointment for Probationary Police Officer as established by the Maryland Police Training Commission. Employees in this job class may be subject to pre-employment and random drug testing.