Police Officer

University of California, Los Angeles
May, 1973

Class Specifications - J.10
Chief of Police - 5310
Police Lieutenant - 5312
Police Sergeant - 5313
Police Officer - 5323

SERIES CONCEPT

Police Officers protect university employees, students, and the general public; patrol and safeguard university property; maintain law and order; and perform other related duties as required.

Incumbents typically patrol campus buildings and grounds on foot or by vehicle; protect individuals and/or control crowds during assemblies or disturbances; guard property against fire, theft, vandalism and illegal entry; investigate and prepare written reports on accidents, property damage, fires, law violations, thefts and disturbances of the peace; gather evidence, make arrests and appear in court as required; may direct and control parking regulations and issue traffic citations; may administer first aid to injured persons; and may guard or transport cash funds.

The Police Series consists of four levels which recognize increasing levels of supervisory and/or administrative responsibility. Police Officer is the operational level; Police Sergeant is the working supervisory and advanced operational level; Police Lieutenant is the full supervisory or administrative supervisory level; and Chief of Police is the management supervisory or administrative management level.

CLASS CONCEPTS

Chief of Police

Under general direction, incumbents are responsible for the campus police department, including planning, organizing, directing and coordinating all law enforcement activities and operations.

Incumbents typically develop, interpret and administer policies related to selecting, training, assigning, reviewing and evaluating police personnel; determine appropriate law enforcement methods for normal or emergency situations; determine patrol areas and coordinate the allocation of personnel and equipment; develop overall campus law enforcement policies in conjunction with campus administrators and/or law enforcement officials in concurrent jurisdictions; maintain liaison with university, municipal, state and federal law enforcement officials; prepare budget estimates; inspect and/or supervise subordinate officers on or off patrol; and may conduct and/or supervise the conduct of confidential and/or criminal investigations.
The Chief of Police class is distinguished from the Police Lieutenant class in that incumbents have overall responsibility for a campus police department including relationships with other university departments and/or public agencies.

**Police Lieutenant**

Under direction, incumbents direct and supervise the activities of a group of Police Sergeants and Police Officers on one or more assigned shifts or have administrative responsibility on a continuing basis for a major functional area such as records, investigation, or public relations in a campus police department.

Incumbents typically supervise a group of Police Sergeants and Police Officers during one or more assigned shifts; review crime reports of subordinate officers for completeness and accuracy and recommend appropriate action; conduct difficult confidential and/or criminal investigations; inspect personnel and equipment; may train, direct and evaluate a group of Police Sergeants and Police Officers; may command a group of Police Sergeants and Police Officers during an emergency; may act as a liaison officer between the university, municipal, state and federal law enforcement agencies; and may act for the Chief of Police in his absence.

The Police Lieutenant class differs from the Police Sergeant class by the greater degree of supervisory responsibility exercised during one or more assigned shifts and/or the overall administrative responsibility for one or more major functional areas in a campus police department. As a guide to help determine the level of supervisory responsibility, incumbents are typically responsible for a minimum of 15 Police Officers and 1 Police Sergeant on one or more shifts.

**Police Sergeant**

Under general supervision, incumbents supervise a group of Police Officers on an assigned shift and perform the more difficult peace officer duties as required.

Incumbents typically have responsibility for a shift; assign and check the work of Police Officers; train, direct, and inspect Police Officers in the performance of peace officer duties; maintain records and prepare reports on police activities; may command a group of Police Officers during an emergency; may evaluate the performance of Police Officers and recommend disciplinary or commendatory action; may conduct special or confidential investigations requiring advanced operational skills; may assist Police Officers in the interpretation of laws and regulations including the proper reporting of crimes; and may perform the duties of higher classifications as required during emergencies and/or for training purposes.

The Police Sergeant class differs from the Police Officer class in that incumbents typically have supervisory responsibility over a group of Police Officers on an assigned shift. As a guide to help determine the level of supervisory responsibility, incumbents are typically responsible for a shift consisting of 6 or more Police Officers.

**Police Officer**

Under general supervision, incumbents perform operational level peace officer duties as outlined in the Series Concept.
MINIMUM QUALIFICATIONS

Chief of Police

An Associate of Arts Degree in Criminology or Police Science and five years of police experience, including one year at the Police Lieutenant level or its equivalent, or two years at the Police Sergeant level or its equivalent; or graduation from college, preferably with a degree in Criminology or Police Science and four years of police experience, including one year at the Police Lieutenant level or its equivalent, or two years at the Police Sergeant level or its equivalent; or an equivalent combination of education and experience.

Police Lieutenant

Graduation from high school and four years of police experience including one year in a supervisory capacity at a rank comparable to Police Sergeant; or an Associate of Arts Degree in Criminology or Police Science and three years of police experience, including one year in a supervisory capacity at a rank comparable to Police Sergeant; or an equivalent combination of education and experience.

Police Sergeant

Graduation from high school and two years of police experience; or two years of college, preferably with courses in Criminology or Police Science and one year of police experience; or an equivalent combination of education and experience.

Police Officer

Graduation from high school or successful completion of the General Education Diploma test; or two years of college, preferably with courses in Criminology or Police Science; or an equivalent combination of education and experience.