



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Law Enforcement Sergeant

Job Code: 128

Overtime Pay: Eligible

Primary Responsibility

This is work supervising law enforcement operations on an assigned shift; law enforcement operations at a branch campus; or a specialized law enforcement function.

Typical Tasks

Conduct roll call briefing prior to field assignments.

Prepare and submits reports.

Receive, assess, and resolve complaints from or against sworn shift personnel.

Serve as field supervisor to assigned law enforcement personnel.

Instruct law enforcement personnel in operational procedures.

May assume command officer responsibility for a shift.

May develop, coordinate, or deliver in-service law enforcement training.

May act as public information officer.

May perform any sworn duties of Law Enforcement Officers and Law Enforcement Corporals.

Minimum Qualifications

Must meet the requirements of Chapter 943, Florida Statutes and have three years of sworn law enforcement experience or sworn investigation experience, and for promotional appointments, successful completion of the written test for this class.

Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at  
[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)  
or call (407) 823-2771

UCF Human Resources website:  
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Law Enforcement Corporal  
Job Code: 127

Overtime Pay: Eligible

Primary Responsibility

This is work assisting a Law Enforcement Sergeant and performing sworn law enforcement duties.

Typical Tasks

Direct the securing of crime scenes.  
Coordinate the collection, preservation, and chain of custody for evidence.  
Apply for arrest warrants and appear in court as needed.  
Assist in coordinating special assignments such as surveillance operations.  
Assume full supervisory responsibilities in the absence of the shift Police Sergeant.  
Review, evaluate, or prepare reports.  
Patrol assigned areas to protect and insure the safety of University populace.  
Protect and secure facilities.  
Investigates accidents, complaints, disturbances, and law violations by interviewing complainants, suspects, and witnesses and secures incident area and collects and preserves evidence.  
Pursue, apprehend, and arrest law violators and suspected law violators.  
Perform first aid and vehicle assistance.  
May direct traffic.  
May safeguard pedestrian traffic.  
May issue traffic violation warnings and citations.  
May control crowds during special events, demonstrations, emergencies, and riots.  
May provide armed escort for university monies.

Minimum Qualifications

Must meet the requirements of Chapter 943, Florida Statutes and have two years of sworn law enforcement experience, and for promotional appointments, successful completion of the written test for this class. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Law Enforcement Officer  
Job Code: 126

Overtime Pay: Eligible

Primary Responsibility

This is work performing sworn law enforcement duties.

Typical Tasks

Patrol assigned areas to protect and insure the safety of University populace.  
Protect and secures facilities.  
Investigate accidents, complaints, disturbances, and law violations by interviewing complainants, suspects, and witnesses and secure incident area and collect and preserve evidence.  
Pursue, apprehend, and arrest law violators and suspected law violators.  
Prepare preliminary reports.  
Direct traffic.  
Safeguard pedestrian traffic.  
Issue traffic violation warnings and citations.  
Perform first aid and vehicle assistance.  
Control crowds during special events, demonstrations, emergencies, and riots.  
Provide armed escort for university monies.

Minimum Qualifications

Must meet the requirements of Chapter 943, Florida Statutes. All applicants must successfully complete the Basic Recruit Training Program at a CJSTC (Criminal Justice Standards and Training Commission) certified training school and pass the Florida certification exam. If a certified Law Enforcement Officer from another state, applicant must have completed FDLE (Florida Department of Law Enforcement) equivalency training and pass Florida State certification exam. Appropriate college coursework or vocational training may substitute at an equivalent rate for the required experience. Must be at least 19 years of age and a U.S. citizen, must possess a high school diploma or equivalent, and may not have been convicted of any felony or misdemeanor involving perjury or a false statement or have received a dishonorable discharge from any of the Armed Forces of the United States. Must pass a rigorous background investigation, to include psychological, physical, drug testing, and Computer Voice Stress Analysis.

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