



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Dispatch Manager

Job Code: 125

Overtime Pay: Ineligible

Primary Responsibility

This is work managing the emergency call unit in the University police department.

Typical Tasks

Insures dispatchers adhere to strict emergency call operational procedures.

Insures emergency procedures comply with FCC Rules and Regulations.

Insures dispatchers adhere to FCC Rules and Regulations.

Works with sworn law enforcement officers to maintain efficiency between the emergency call unit and police operations.

Supervise dispatchers.

May train, instruct, and evaluate dispatchers on an assigned shift.

May perform as lead dispatcher on an assigned shift.

May operate a two-way radio to dispatch emergency and non-emergency calls to sworn law enforcement personnel.

May input and transmit call information using a computer terminal.

May contact appropriate personnel to convey complaints and request assistance.

May transmit requests for emergency services.

May check driver's license records, vehicle registrations, stolen article files, warrants, criminal histories, and missing persons lists.

May monitor alarm systems and notifies sworn personnel when activated.

Minimum Qualifications

A bachelor's degree or a high school diploma and five years of appropriate experience.

Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience. Proficiency in typing and State certification on the NCIC/FCIC computer system required.

For questions, please contact
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UCF Human Resources website:
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University Support Personnel System Class Specifications

TITLE: Law Enforcement Officer Recruit

CLASS CODE: 234

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

This is work performing non-sworn law enforcement duties. A Law Enforcement Officer Recruit has not been sworn and is not certified pursuant to Chapter 943, Florida Statutes.

TYPICAL TASKS

Reports to an approved Florida Recruit Training Academy.

Keeps supervisor apprised of training progress.

Receives reports of theft and lost and found articles.

Investigates minor traffic accidents not involving injuries.

Assists sworn law enforcement employees with traffic accident investigations involving injuries.

May direct traffic.

Performs desk officer duties such as greeting the public, taking reports, taking fingerprints, and issuing visitor permits.

MINIMUM QUALIFICATIONS

Must be currently enrolled in an approved Florida Recruit Training Academy. To be considered for sponsorship to the Florida Recruit Training Academy to obtain certification, an applicant must also meet the following requirements: must be at least 19 years of age, must be 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 vigorous background investigation, to include psychological, physical, drug testing, and Computer Voice Stress Analysis.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Dispatcher

Job Code: 124

Overtime Pay: Eligible

Primary Responsibility

This is work performing dispatching duties and leading other dispatchers in the emergency call unit in the University police department.

Typical Tasks

Trains, instructs, and evaluates dispatchers on an assigned shift.

Performs as lead dispatcher on an assigned shift.

Oversees dispatchers and assigns tasks.

May supervise dispatchers.

Operates a two-way radio to dispatch emergency and non-emergency calls to sworn law enforcement personnel.

Inputs and transmits call information using a computer terminal.

Contacts appropriate personnel to convey complaints and request assistance.

Transmits requests for emergency services.

Checks driver's license records, vehicle registrations, stolen article files, warrants, criminal histories, and missing persons lists.

Monitors alarm systems and notifies sworn personnel when activated.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience. Proficiency in typing and State certification on the NCIC/FCIC computer system required.

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University Support Personnel System Class Specifications

TITLE: Emergency Management Specialist

CLASS CODE: 266

OVERTIME PAY: Ineligible

PRIMARY RESPONSIBILITY

Provides support to Emergency Support Functions for crisis preparation by assisting in planning, documenting, and managing financial obligations. Assists with training classes and exercises.

Keeps informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations.

Manages the use of the Emergency Operations Center (EOC), including credentialing, access control, work orders, inspections, and ensures that the EOC maintains a 100% readiness posture and assists with the management of the Emergency Operations Center and supports the EOC during any level of activation.

Develops and maintains departmental reports, including After Action Reports, Emergency Checklists, Standard Operating Procedures, department policies, and other internal and external reports and is responsible for supporting documentation of Clery Act requirements for Emergency Management.

Is responsible for financial management of the Office of Emergency Management.

Submits applications for federal funding grants for emergency management and critical infrastructure related needs and administers and tracks those grants.

Provides administrative support by scheduling and attends meetings, maintaining department files, and making travel arrangements for the department members, and serving as property custodian.

MINIMUM QUALIFICATIONS

A high school diploma and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization. Appropriate college coursework, vocational or technical training may substitute at an equivalent rate for the required experience.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Law Enforcement Analyst
Job Code: 235

Overtime Pay: Eligible

Primary Responsibility

This is work compiling, evaluating, and analyzing criminal and intelligence data for the development of law enforcement strategies.

Typical Tasks

Retrieves crime data and law enforcement statistics from local, state, and national crime information centers.

Accesses law enforcement databases.

Assembles data and evidence.

Prepares crime rate statistics and intelligence reports, charts, and matrices.

Prepares crime maps.

Research criminal histories.

Makes statistical inferences about crime trends.

Runs warrants through law enforcement agency databases.

Distributes police bulletins.

Serves as secondary evidence custodian for the University.

Minimum Qualifications

A high school diploma and two years of appropriate experience. 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: Victim Advocate
Job Code: 220

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting victims of crime and providing educational services in crime protection and prevention.

Typical Tasks

Provide crisis intervention and aid to University crime victims.
Provide short term crisis counseling and follow up services to victims.
Assess victims to identify immediate and long term needs, rights, options, and appropriate referrals.
Provide criminal and civil justice advocacy and support services such as orientation, transportation, and assistance in making police reports, forensic medical exams, line ups, photo pack review sessions, interviews, court filings and hearing, injunctions for protection, and all facets of trial process.
Maintain confidential, accurate records of services and referrals provided to insure comprehensive quality care for victims.
Serve as liaison between victims and law enforcement, social services, external agencies, landlords, creditors, professors, and employers.
Prepare death notifications in accordance with University procedures.
Provide information and assistance in filing for victims' compensation when applicable.
Assist in developing and presenting educational programs to identify victims of crime and to increase awareness about victim services, legislation, and issues.
Assist in developing and presenting in service training.
Develop and maintain educational partnerships with the academic community to further discipline and to promote the victim services profession.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or a high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Dispatcher

Job Code: 123

Overtime Pay: Eligible

Primary Responsibility

This is work performing dispatching duties in the emergency call unit in the University police department.

Typical Tasks

Operates a two-way radio to dispatch emergency and non-emergency calls to sworn law enforcement personnel.

Inputs and transmits call information using a computer terminal.

Contacts appropriate personnel to convey complaints and request assistance.

Transmits requests for emergency services.

Retrieves data and records.

Checks driver's license records, vehicle registrations, stolen article files, warrants, criminal histories, and missing persons lists.

Monitors alarm systems and notifies sworn personnel when activated.

Minimum Qualifications

Completion of an appropriate 911 emergency dispatcher training program equivalent to the most recently Department of Education emergency dispatcher course of not less than 208 hours; completion and documentation of at least two years of supervised full time employment as a 911 emergency dispatcher since January 1, 2002; certification under oath that an applicant is not addicted to alcohol or any controlled substances and is free from any physical or mental defect or disease that might impair the ability to perform his or her duties; and submission of a completed application and fee which indicates compliance with the requirements above.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Police Technician
Job Code: 221

Overtime Pay: Eligible

Primary Responsibility

This is work performing specialized non-sworn law enforcement functions and/or coordinating non-sworn law enforcement support services.

Typical Tasks

Provides training and direction in proper procedures involving traffic control, traffic accident investigations, crime scene management, and information gathering techniques.

Reviews reports and logs and determines appropriate follow-up action.

Receives, evaluates, and disseminates criminal documents and records from local, state, and national crime information centers.

Conducts non-routine traffic accident investigation, crime scene management, and information gathering not requiring initial sworn law enforcement intervention.

Serves as evidence custodian or records custodian.

May supervise/coordinate the work of Police Technicians.

Minimum Qualifications

A high school diploma and two years of appropriate experience. 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: Police Technician
Job Code: 122

Overtime Pay: Eligible

Primary Responsibility

This is work performing non-sworn law enforcement support duties.

Typical Tasks

Receives reports of theft and lost and found articles.
Investigates minor traffic accidents not involving injuries.
Assists sworn law enforcement employees with traffic accident investigations involving injuries.
Assists disabled vehicles.
May direct traffic.
Responds to non-emergency incidents such as abandoned property, obscene telephone calls, and mischief.
Performs desk officer duties such as greeting the public, taking reports, taking fingerprints, and issuing visitor permits.

Minimum Qualifications

A high school diploma and one year of appropriate experience. 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: Forensic Technician

Job Code: 228

Overtime Pay: Eligible

Primary Responsibility

This is work performing forensic support duties.

Typical Tasks

Assists sworn law enforcement employees at crime scenes.

Secures crime scene.

Performs crime scene tasks such as, taking measurements and photographs.

Collects evidence.

Lifts fingerprints.

Takes footwear impressions.

Collects biological evidence.

Collects verbal evidence from crime scene witnesses.

Prepares crime scene evidence for laboratory examination.

Conducts forensic tests.

Prepares reports.

Minimum Qualifications

A high school diploma and one year of appropriate experience. 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: Senior Parking Patroller
Job Code: 121

Overtime Pay: Eligible

Primary Responsibility

This is work patrolling the campus and insuring all vehicles comply with parking rules and regulations.

Typical Tasks

Issues citations for parking and registration violations.
Inspects and insures parking control devices are in place and working.
Installs vehicle restraining devices as directed.
May supervise parking patrollers.
Assists sworn law enforcement employees with traffic control.
Renders assistance to stranded motorists.
Provides direction and information to visiting motorists.

Minimum Qualifications

A high school diploma and two years of appropriate experience and possession of a classified driver's license appropriate to the type of vehicle operated. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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University Support Personnel System Class Specifications

TITLE: Campus Parking Patroller

CLASS CODE: 207

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Enforces traffic and parking rules and regulations.

TYPICAL TASKS

Patrols streets and parking areas for parking violations.

Issues citations and/or summons.

Renders assistance to motorists.

Directs traffic.

Upon approval, initiates the towing and/or immobilization of vehicles.

Reports possible safety hazards.

Collects money from parking meters.

Interprets relevant policies and procedures.

MINIMUM QUALIFICATIONS

A high school diploma and one year of appropriate experience and possession of a classified driver's license appropriate to the type of vehicle operated. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.