UNIVERSITY OF CENTRAL FLORIDA

JOB CLASSIFICATION

Job Title	Community Service Officer			**Job Code**	CS0611
Pay Plan	USPS	**Pay Grade**	14	**FLSA Status**	Non-Exempt
Union	AFSCME			**Union Code**	21
Job Family	Campus Safety			**Subfamily**	Law Enforcement Support

Job Family & Subfamily Summary

Campus Safety Professionals provide security and safety services for students, faculty, staff, the campus and its facilities.

Law Enforcement Support Professionals provide support to the police department in areas such as victim advocacy, forensics, and other related operations.

Job Summary

Responsible for conducting non-law enforcement tasks for the University Police Department. Responsible for but not limited to building door openings/closings, traffic control, motorist assists, elevator assistance, minor traffic crash reports, misdemeanor reports, and lost and found reports.

Representative Duties

1. Community Support

- Conducts investigations of crimes when no suspect is present and initiate/completes police reports
- Responds to fire alarms and assist fire departments when necessary
- Conducts frequent foot patrols in Academic Buildings, Housing Areas, parking lots and parking garages
- Presents crime prevention orientations to new students and parents
- Assists law enforcement officers, when requested, in accordance with department policies
- Monitors surveillance equipment located in the Police Community Office

Education, Experience, Skill Requirements		
	Required	**Preferred**
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Outside of a standard office environment with specific physical demands

---

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.