



## Facilities and Safety Services Job Family: **Cornell Police Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

Sergeant Cornell Police MANAGEMENT	Lieutenant Cornell Police MANAGEMENT	Deputy Chief Cornell Police MANAGEMENT	Chief Cornell Police MANAGEMENT
Deploy, plan, and evaluate work of assigned shift patrol officers or telecommunicators.	Develop and implement work schedules for department personnel, exercise staff authority over all other on-duty personnel.	Oversee scheduling of maintenance on safety equipment such as fire alarms and sprinklers	
Conducts on-the-job training, discipline, and coordination to shift personnel.	Supervise the training officer and assist in personnel training.	Interview, select, and train new-hires; review, develop, implement, and recommend training programs	
Review and approve all reports; ensure delivery of law enforcement and security services.	Receive and review reports of subordinates; prepare and submit reports to superiors.		
Investigate and resolve citizen complaints and special problems in compliance with departmental regulations and procedures.	Respond to serious incidents; assume command until properly relieved by senior departmental officials.	Coordinate and supervise major case investigations	Respond to emergency situations involving threats to life or extensive damage to University facilities
Conduct inspections of personnel, equipment, and vehicles.	Advise and instruct subordinate personnel, including insurance and inspection of staff, vehicles, and equipment.		
	Performs administrative duties to ensure compliance with local, state, institution and department policies.	Review area operations activities and ensure department compliance	

Sergeant Cornell Police MANAGEMENT	Lieutenant Cornell Police MANAGEMENT	Deputy Chief Cornell Police MANAGEMENT	Chief Cornell Police MANAGEMENT
	Perform the duties of the departmental business manager, including budget and fiscal.	Oversee records, budgets, and departmental expenditures.	
	Manage the student auxiliary program and the Blue Light escort service.		Direct the daily operations of all safety services.
	Coordinate the special securities assignments for VIP's and undercover assignments.		
	Act as liaison with other University agencies.	Advise and consult with various groups on campus; interface with local authorities as needed.	Liaison with outside law enforcement agencies, internal student groups and other individual groups
	Coordinate the external and internal process of accreditation; prepare and maintain accreditation files.		
	Prepare departmental procedures and policy manual.	Assist in planning and implementing departmental programs and policies	Be responsible for the development of all policies and procedures for all public safety areas and educational programs.
	Manages and/or supervises the daily operations of assigned public safety unit or activities.		
		Assess, plan, and evaluate area operational plans and deployment.	
		Institute and maintain standard operating procedures.	
		Oversee the uniformed and/or fire protection teams; ensure law enforcement, security, traffic enforcement, or fire protection.	
		Conduct internal reviews and investigations.	
		Coordinate intelligence data.	

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		Supervise and maintain evidence locker.	
		Participate in labor negotiations; interface with bargaining unions.	

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10931 SERGEANT CORNELL POLICE, BAND E NEX	10625 LIEUTENANT CORNELL POLICE, BAND F	10081 DEPUTY CHIEF CORNELL POLICE, BAND H	10274 CHIEF CORNELL POLICE, BAND I
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Trade/technical/vocational school degree and 2 to 4 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination	Bachelor's degree and more than 10 years relevant experience or equivalent combination
<b>IMPACT</b>	Extends beyond college/unit	Moderate impact	Substantial impact	Significant impact
<b>CONTACTS - INSIDE</b>	Provide guidance and instruction	Assists others Cooperation of task completion	Coordinate major activities May involve sensitive situations	Coordinate major activities May involve sensitive situations
<b>CONTACTS - OUTSIDE</b>	Conduct straightforward business Provide factual information Handle confidential information	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiating with others
<b>CONTACTS - STUDENTS</b>	Deals with confidential information such as grades, financial records, etc.	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction

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<b>SUPERVISION</b>	Administrative supervision Assigns and reviews work Recommend hiring and participate in performance evaluations	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
<b>COMPLEXITY</b>	Focus in entire field	Occasionally adapt, combine or make improvements in an existing service, product, process or program. Work requires the application of logic and common sense	Occasionally adapt, combine or make improvements in an existing service, product, process or program. Work requires the application of logic and common sense	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skill
<b>LEVEL OF DECISION MAKING</b>	Responsible for making some decisions which require consideration of various criteria	Make decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students
<b>FREEDOM OF ACTION</b>		Direct affect a functional area Minimal effect on students and employees	Directly affects more than one college, school, administrative unit, etc.	Directly affects more than one college, school, administrative unit, etc.
<b>EFFECT OF DECISION MAKING</b>	General supervision Some interpretation of established work policies and procedures is required	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction
<b>WORKING CONDITIONS</b>	Extreme working conditions at times, including exposure to hazards such as contact with sick or violent people, sick or dangerous animals, highly toxic plants, highly toxic chemicals or substances or equipment requiring extreme safety precautions. Safety gear is necessary for work activities	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required