

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISIED 5/21
SUBJECT <i>Student Patrol – Team Leader</i>	RANK X521	GROUP VI

DEFINITION:

Under the supervision of the University Police Supervisors, a student usually performs all or part of the following duties:

- (a) Supports and implements the policies and goals of the University Police Department and the Student Patrol, while communicating and demonstrating these policies to all student employees and motivating them to the utmost regarding these concerns.
- (b) Assists Police/Security Supervisors with field supervision of daily operations and special events of Student Patrol members.
- (c) Assists the Coordinator with assignments and schedules. Solicits volunteers for any vacancies that inhibit the completion of daily responsibilities.
- (d) Reports all disciplinary problems with Patrol members to the immediate supervisor and enforces the Rules and Regulations of the Student Patrol Manual.
- (e) Trains new Patrol members on field procedures. Trains new team leads in supervisory responsibilities.
- (f) Responsible for checking out equipment for field members. Transports field members to areas of responsibility throughout campus.
- (g) Assists University Police with other supportive functions where needed.

BASIC QUALIFICATIONS:

Ability to lead others in accomplishing the goals and missions of the Student Patrol Program and the UIC Police Department; assumes without request, the responsibility of the Team Leader in their absence; Detail oriented and documents incidents clearly and concisely; ability to lead by example in all facets of the student patrol manual and must maintain a valid driver's license.

Yearly one step increases with departmental approval.