

CLASSIFICATION SPECIFICATION

Public Safety Constable

FT/PT Class Code: 7034, 7534 Pay Grade: B/C 13 FLSA: Non-Exempt Rev. 09/11/15

SUMMARY STATEMENT: An incumbent is responsible for maintaining a safe and secure campus environment and may be called upon to deploy varying levels of intervention to ensure the safety of the campus community. An incumbent also serves as a first responder in cases of emergency.

NATURE AND SCOPE:

A class incumbent reports to the on-duty Public Safety Manager and performs public safety and first responder duties as described. A significant aspect of this work involves making calm and effective responses to stressful situations affecting the public safety of faculty, staff, students, and/or the public that occur on College property or at College sponsored events. This position has ongoing direct contact and interaction with students, and will be a Certified Constable with limited law enforcement powers in accordance with the provisions of Chapter 24, Title 10 of the Delaware Code.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Conducts armed patrols of campus buildings and grounds via foot, bicycle, and/or motorized vehicle to ensure compliance with public safety measures and the maintenance of a safe and secure environment conducive to student success
2. Initiates investigations of violations of Federal, state, and local laws and ordinances and/or violations of College policy. Assists the Public Safety Manager with investigations of suspicious and/or criminal activity which includes securing and preserving a crime scene and interviewing victims, witnesses and suspects. Makes arrests when warranted. Interacts with the appropriate law enforcement agencies and/or College/campus administration when needed.
3. Conducts routine inspections of Public Safety personnel and facilities to ensure compliance with College/campus policies, rules, and regulations. Conducts ongoing reviews of campus public safety procedures to ensure they are adequate and applicable to current organizational needs.
4. Initiates appropriate levels of physical intervention in strict compliance with the College Use of Force Policy.
5. Is a first responder to all emergencies and takes appropriate action to stabilize the situation until the arrival of a federal, state or local police agency or emergency medical service and by communicating with the Public Safety Manager and/or Chief of Public Safety. Initiates the intervention of emergency services in response to medical emergencies, criminal and domestic violence, traffic, miscellaneous complaints, and other activities.
6. Attends meetings related to public safety and participates in seminars/conferences relative to institutional public safety. Participates in all training required by the College to remain current in Public Safety knowledge, skills and practices.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Assists with coordinating environmental controls in each building; support all schedules through alternate room assignments on an as-needed basis.
8. Utilizes the College's administrative software system to maintain electronic and written logs, diaries and records. Prepares routine reports of investigations as assigned for review by the Public Safety Manager.
9. Works closely with the Chief of Public Safety to execute plans to ensure a smooth transition of students and instructors to classes for evening classes when needed.
10. Provides the first level of Crisis Intervention to assist faculty and staff with unruly people and has ongoing direct contact and interaction with students.
11. Conducts courier services and transports bank deposits and sensitive, confidential documents as needed.
12. Provides Identification Card production services to the campus community. Maintains database of card issuance as assigned.
13. Enforces College policy, including the Tobacco Free Workplace policy, and educates violators regarding such policies.
14. Continues to meet the minimum standards established by the Board of Examiners and participates in any required training as needed. Attends internal and/or external training courses, classes, seminars and conferences to further develop protective services skills and knowledge.
15. May be required to work rotating shifts or at another campus location based upon the needs of the College.
16. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of public safety practices and procedures.
- ◇ Knowledge of the safe operation of a motor vehicle.
- ◇ Knowledge of the methods and techniques of report preparation.
- ◇ Ability to learn and apply a broad range of applicable public safety skills.
- ◇ Ability to work rotating shifts as needed
- ◇ Ability to apply College public safety policy and procedures properly.
- ◇ Ability to remain alert, and to act calmly in all situations.
- ◇ Ability to control disturbances effectively and efficiently.
- ◇ Ability to write factual reports.
- ◇ Ability to understand and follow oral and written instructions.
- ◇ Ability to deal effectively with people.
- ◇ Ability to communicate effectively in oral and written form.
- ◇ Ability to obtain and maintain certifications in emergency medical techniques for the First Responder, CPR, and defibrillator use.
- ◇ Ability to apply restraining techniques and defuse volatile situations.
- ◇ Must demonstrate proficiency in the use of a firearm.

MINIMUM QUALIFICATIONS:

- ◇ Must be at least 21 years of age or older.
- ◇ Must possess an Associate's degree in a relevant field or other equivalent combination of education and related experience **OR** two (2) years of active duty in the United States Armed Forces with an honorable or general discharge.
- ◇ Must not have been convicted of any felony or a crime involving moral turpitude.
- ◇ Must possess or be eligible to obtain and maintain State of Delaware Constable certification by the month of June following the date of hire, or the next date upon which the Board of Examiners meets.
- ◇ Must obtain and maintain certification in CPR/First Aid/AED within six (6) months of hire.
- ◇ Must possess and maintain a valid motor vehicle operator's license.
- ◇ Law enforcement experience is preferred.