

CLASSIFICATION SPECIFICATION

Public Safety Manager

FT/PT Class Code: 7035, 7535 Pay Grade: B/C 15 FLSA: Exempt Rev. 09/18/13

SUMMARY STATEMENT: An incumbent is responsible for maintaining a safe and secure environment and may be called upon to deploy varying levels of intervention to ensure the safety of the campus community. In addition, an incumbent serves as the shift supervisor and assigns work to Public Safety Officer I and II's and Public Safety Constables on nights and weekends and in the absence of the Chief of Public Safety.

NATURE AND SCOPE:

A class incumbent typically reports to the Chief of Public Safety and performs public safety 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 and serving as the shift supervisor who oversees subordinate employees and assigns work.

PRINCIPAL ACCOUNTABILITIES:

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

1. Serves as the shift supervisor who is responsible for supervising and assigning work to unarmed Public Safety Officers and armed Public Safety Constables. Reviews and approves reports submitted by Public Safety Officers and Public Safety Constables.
2. Serves as the lead investigator for any criminal investigations. Assists the Chief of Public Safety with investigations of suspicious and/or criminal activity which includes preserving a crime scene and interviewing victims, witnesses, suspects, and defendants. Interacts with the appropriate law enforcement agencies and/or College/campus administration when needed.
3. Serves as the initial campus point of contact for emergency situations and is as a member of the campus Emergency Response Team. Responds to all emergencies and takes appropriate action by communicating with the appropriate administrator and/or Chief of Public Safety. Initiates the intervention of emergency services in response to criminal and domestic violence, traffic, miscellaneous complaints, and other activities.
4. Patrols campus buildings and grounds via foot, bicycle, and/or motor vehicle to ensure compliance with public safety measures.
5. 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.
6. Initiates appropriate levels of physical intervention in strict compliance with the College Use of Force Policy.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. 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.
8. Assists with the coordination of environmental controls in each building; support all schedules through alternate room assignments on an as-needed basis.
9. Utilizes the College's administrative software system to maintain electronic and written logs, diaries and records. Prepares reports for review by the Chief of Public Safety as needed.
10. 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.
11. Provides the first level of Crisis Intervention to assist faculty and staff with unruly people and has ongoing direct contact and interaction with students.
12. Conducts courier services and transports bank deposits and sensitive, confidential documents as needed.
13. Provides Identification Card production services to the campus community. Maintains database of card issuance as assigned.
14. Enforces the Tobacco Free Workplace policy and educates violators regarding the policy.
15. Continues to meet the minimum standards established by the Board of Examiners and participates in any Board required training as needed. Attends internal and/or external training courses, classes, seminars and conferences to further develop protective services skills and knowledge.
16. May be required to rotate shifts between campuses based upon the needs of the College.
17. 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 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.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Ability to perform moderately stressful and physical activity during assigned tour of duty.
- ◇ 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.

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.
- ◇ Two (2) years of supervisory experience.
- ◇ 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.