

CLASSIFICATION SPECIFICATION

Public Safety Officer I

FT/PT Class Code: 7032, 7532 Pay Grade: B/C 08 FLSA: Non-Exempt Rev. 09/10/14

SUMMARY STATEMENT: An incumbent is responsible for maintaining a safe and secure environment on or about the campus.

NATURE AND SCOPE:

A class incumbent typically reports to the on-duty supervisor 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. This position has ongoing direct contact and interaction with students.

PRINCIPAL ACCOUNTABILITIES:

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

1. Patrols campus buildings and grounds via foot, bicycle, and/or motor vehicle to ensure compliance with public safety measures.
2. Assists the Public Safety Officer II in initiating investigations of violations of Federal, state, and local laws and ordinances. Assists the Public Safety Officer II and/or Constable 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. Initiates appropriate levels of physical intervention in strict compliance with the College Use of Force Policy.
4. Responds to all emergencies and takes appropriate action by communicating with the appropriate authority. Initiates the intervention of emergency services in response to criminal and domestic violence, traffic, miscellaneous complaints, and other activities.
5. Attends meetings related to public safety and participates in seminars/conferences relative to institutional public safety.
6. Coordinates environmental controls in each building; support all schedules through alternate room assignments on an as-needed basis.
7. 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 on duty supervisor.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Works as directed by the Chief of Public Safety to execute plans to ensure a smooth transition of students and instructors to classes for evening classes when needed.
9. Provides the first level of Crisis Intervention to assist faculty and staff with unruly people.
10. Conducts courier services and transports bank deposits and sensitive, confidential documents as needed.
11. Provides Identification Card production services to the campus community. Maintains database of card issuance as assigned.
12. Enforces the Tobacco Free Workplace policy and educates violators regarding the policy.
13. 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.
- ◇ 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:

- ◇ Associate degree in a relevant field is preferred.
- ◇ Two (2) years of relevant experience **OR** two (2) years of active duty in the United States Armed Forces with an honorable or general discharge.
- ◇ Must possess and maintain a valid motor vehicle operator's license as issued by the Department of Public Safety.
- ◇ Must be available to work rotating shifts and overtime as needed.
- ◇ Must receive within 90 days of employment and continue to maintain certification in the following areas: proper use of handcuffs, OC (pepper) spray, and CPR/First Aid/AED.

Note: Child Care security clearance must be obtained by the final candidate prior to employment.