

CLASSIFICATION SPECIFICATION

Public Safety Officer II

FT/PT Class Code: 7033, 7533 Pay Grade: B/C 10 FLSA: Non-Exempt Rev. 01/03/11

SUMMARY STATEMENT: An incumbent is responsible for maintaining a safe and secure environment on or about the campus and serves as a lead worker for Public Safety Officer I's.

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. Initiates investigations of violations of Federal, state, and local laws and ordinances. Assists the Public Safety 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.
2. Serves as a Strike Team Leader during emergency events and is an active member of the afterhours response team for campus alarms, power failures, and weather emergencies.
3. Serves as a team leader during special events on campus.
4. Assists and coordinates the intervention of emergency class scheduling when needed.
5. Serves at the direction of sworn personnel and assists with duties as assigned. Patrols campus buildings and grounds via foot, bicycle, and/or motor vehicle to ensure compliance with public safety measures.
6. Initiates appropriate levels of physical intervention in strict compliance with the College Use of Force Policy.
7. 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.
8. Attends meetings related to public safety and participates in seminars/conferences relative to institutional public safety.
9. Coordinates environmental controls in each building; support all schedules through alternate room assignments on an as-needed basis.

PRINCIPAL ACCOUNTABILITIES, cont'd:

10. 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.
11. Works as directed by the Chief of Public Safety and/or Public Safety Constables to execute plans to ensure a smooth transition of students and instructors to classes for evening classes when needed.
12. Provides the first level of Crisis Intervention to assist faculty and staff with unruly people.
13. Conducts courier services and transports bank deposits and sensitive, confidential documents as needed.
14. Provides Identification Card production services to the campus community. Maintains database of card issuance as assigned.
15. Enforces the Tobacco Free Workplace policy and educates violators regarding the policy.
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 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 and four (4) years of relevant experience; or other equivalent combination of education and experience, to include at least two (2) years of work experience at the Public Safety Officer I level.
- ◇ Must have successfully completed FIMA Nims Training Courses: ICS 100, IS 700A, and IS 100-HE.
- ◇ Must possess specialized training or skills in areas that will enhance the operational readiness of the Public Safety Department's response capabilities (e.g. Segway operator, bike patrol, K-9 handler, bike patrol trainer, fire systems inspections coordinator, campus emergency phone inspectors, medical equipment and first aid box inspectors, etc.).

MINIMUM QUALIFICATIONS, cont'd:

- ◇ 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.