

**Public Safety Officer 4**

**Skill Level: 11**

**FLSA Status:** Non-exempt

**IPEDS:** 705

Job Purpose: Work performed in supervising general police work, investigating crimes and accidents; protecting property, facilities, citizens, staff and students by law enforcement; preventing, controlling and extinguishing fires; performing as part of a fire fighting team.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Patrols and/or supervises others patrolling the campus by motor vehicle to maintain safe conditions.

Patrols and/or supervises others patrolling the campus by foot or bicycle performing building security checks.

Investigates and/or supervises others investigating suspected crimes, reports findings, and arrests suspected individuals.

Prevents, controls and extinguishes fires.

Performs as part of a fire fighting team.

Directs and controls traffic.

Issues citations for traffic and parking violations.

Escorts students, staff and visitors.

Testifies in court or legal proceedings.

Responds to medical emergencies and performs first aid.

Keeps records and makes reports.

Supervises the operation and maintenance of law enforcement equipment.

Participates in crime prevention programs.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.

These functions may vary by institution.

Incumbents may provide backup to various functions within the unit.

May be required to perform related clerical tasks as assigned

Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

Supervising general police work

### Job Specifications:

Meets the requirements of a Certified Police Officer, per TCA 38-8-107, including completion or attendance and completion within one year following employment, of a law enforcement academy curriculum approved by the Tennessee Peace Officer Standards and Training Commission.

Meets the requirements of a Certified Fire Fighter Level 1, per the National Fire Protection Association, including completion or attendance and completion within one year following employment, of a fire fighter training course approved by the National Fire Protection Association.

Meets the requirements of TCA 38-8-106, Qualifications of Police Officers:

- (1) Be at least eighteen (18) years of age;
  - (2) Be a citizen of the United States;
  - (3) Be a high school graduate or possess equivalency;
  - (4) Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances;
  - (5) Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
  - (6) Have his fingerprints on file with the Tennessee Bureau of Investigation;
  - (7) Have passed a physical examination by a licensed physician;
  - (8) Have a good moral character as determined by a thorough investigation conducted by the employing agency; and
  - (9) Be free of all apparent mental disorders as described in the Diagnostic and Statistical manual of Mental Disorders, Third Edition (DSM-III) of the American Psychiatric Association.
- Applicants must be certified as meeting these criteria by a qualified professional in the psychiatric or psychological fields.

Two years experience in campus law enforcement required.

Possess a valid Tennessee operator license as issued by the Tennessee Department of Safety

### Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of the court system and presentation of evidence in court proceedings.

Knowledge of the campus policies, city, county and state laws.

Knowledge of modern police practices and methods used in crime investigations and the identification and presentation of physical evidence.

Knowledge of modern fire suppression and fire prevention methods.

Knowledge of the geographic area of the campus.

Knowledge of the principles and practices of security supervision.

Knowledge of campus and local area provisions for emergency and fire situations.

Ability to ascertain facts through personal contact and observation and to determine proper course of action.

Ability to react quickly and calmly in emergency situations and to determine proper course of action.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	11	733234433

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.