

PUBLIC SAFETY LIEUTENANT (University Police)

09-370

APPLICATION PROCESS: Submit an SPSU employment application, university police background and release forms, letter of interest, and resume to: Human Resources, Southern Polytechnic State University, 1100 South Marietta Parkway, Marietta, Georgia 30060-2896 or submit in person **Monday through Friday 8:00 a.m. - 4:00 p.m. only. (Please note: Background checks will be required for all final candidates selected for employment)**

POSITION SUMMARY

The Public Safety Lieutenant is responsible supervisory work directing law enforcement activities for an assigned shift, staff or police personnel or specialized technical police work of comparable responsibility. An employee allocated to this class of work is responsible for assigning and supervising the work of assigned personnel engaged in patrol activities or in police work of a specialized nature. Considerable independent judgment, initiative and understanding must be exercised in interpreting order, rules and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers who review the work through reports, conferences and observation of police efficiency.

ESSENTIAL FUNCTIONS

1. Acts as Shift Commander; monitors patrol activities, responds to major, routine and emergency calls for service, provides field assistance to officers, and makes decision to call specialized personnel to major crime scenes as necessary.
2. Supervises personnel/participates in the investigation of crimes and other offenses against persons and property; handles the more difficult and sensitive situations; reviews investigation reports.
3. Supervises the work of personnel engaged in communications and the preparation and maintenance of a variety of police records and reports on an assigned shift.
4. Assists superior officer in developing and implementing new or revised policies and procedures; interprets policies and procedures to departmental employees.
5. Performs/supervises dispatcher duties such as operating telephone and radio communication equipment, and performing related clerical tasks. This position requires fast, efficient and accurate receiving, dispatching and processing of calls and messages to and from police vehicles and personnel.
6. Recovers stolen property; provides various types of public service and assistance to students, faculty, staff, guests and visitors on the university campus; provides money escorts.
7. Acts as liaison between the police department and automotive repair centers in order to keep all department vehicles in the best running condition at all times.
8. Acts as liaison between the police department and plant operations on maintenance requests related to security and safety of campus facilities.
9. Prepares or directs the preparation and maintenance of necessary records and reports.
10. Conducts crime prevention lectures for students and campus personnel.
11. Trains subordinate personnel in acceptable patrol practices, methods, techniques and procedures.
12. Advises subordinate personnel on unusual, complex or difficult situations.
13. Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

1. Extensive knowledge of standard police practices and techniques.
2. Extensive knowledge of federal, state and local laws and ordinances, particularly the laws of arrest and evidence as well as full familiarity with university polices in the public safety area.
3. Extensive knowledge of the campus and surrounding geographic areas.
4. Ability to plan, assign and supervise the work and training of subordinates and to command their respect.
5. Ability to obtain information through interview and interrogation and to deal firmly and courteously with the public under stress conditions.
6. Ability to analyze situations quickly and objectively and to determine proper course of action on own initiative.
7. Ability to speak and write effectively.
8. Ability to develop and maintain effective relationships with employees, university officials and the public.
9. Skill in the use and care of firearms and firm administration of firearms safety policies.
10. Skill in first aid training.

QUALIFICATIONS: Graduation from High school or a GED; Will fully comply with the requirements for peace officer as set forth in the Georgia Peace Officers' Standards and Training Act as defined by the Georgia P.O.S.T. Council. Ability to obtain GCIC certification as a Full Terminal Operator. Sufficient physical, mental and emotional condition, as determined by a Medical History and Examination, necessary to perform the essential functions of a police officer. Satisfactory completion of polygraph and drug tests. Regular firearm qualifications are required to maintain employment.

HOURS: 40 hours/week. Must be available for all shifts, holidays and weekends. Subject to non-voluntary overtime.

SALARY: \$45,625 [annually]

Southern Polytechnic is an EOE/ADA/AA Employer ❖ University System of Georgia.

Posted: *September 17, 2009*