

PUBLIC SAFETY OFFICER (University Police) (2 positions)

09-369

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

This is regular or special detail police work in protecting life and property on the university campus. Work involves professional response to the need for the prevention and detection of crimes, and for generally maintaining law and order. Work also involves patrolling assigned area, traffic enforcement, accident reporting, and criminal investigations. Assignments are received from superior officers and are carried out under established policies and procedures. Work requires dedication to public service often made difficult by emotional or physical stress of events. Work is reviewed through conferences, written reports, inspections and observation of results obtained.

ESSENTIAL FUNCTIONS

1. Patrols the campus on foot or in a patrol car to preserve law and order, to prevent and discover the commission of crimes, and to enforce traffic regulations; answers call and complaints involving fire, traffic or other accidents, robberies, and other misdemeanors and felonies, and takes necessary police action; makes arrests.
2. Conducts investigations of criminal activities, consisting of collection and identification of evidence, questioning principals and witnesses, case preparation, and testifying in court.
3. Investigate traffic accidents and performs related traffic control functions.
4. Performs 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.
5. Recovers stolen property; provides various types of public service and assistance to students, faculty, staff, guests and visitors on the university campus; lock/unlock doors, assist motorists within limits established by the department; provide extra security at university functions; provide money escorts.
6. Performs related work as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge of standard police practices and techniques.
2. Knowledge of the university properties, population, and traffic control problems.
3. Ability to analyze situations quickly and objectively and determine the proper course of action.
4. Ability to cope with situations firmly, courteously, and tactfully and with respect for the rights
5. of others. Ability to develop and maintain good public relations.
6. Ability to react quickly and calmly under emergency conditions.
7. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports.
8. Ability to develop skill in the use and care of firearms.
9. Skill in furnishing first aid and comfort in case of accidents, illness, and death situation.

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: \$36,620 [annually]