



## Police Sergeant Public Safety

PS/2

### JOB SUMMARY

The position is responsible for supervising and participating in the public safety operations of assigned shift(s) of Police Officers.

### MAJOR DUTIES

- Supervises assigned shifts of personnel; provides guidance for day-to-day activities, calls for service, emergency situations, and criminal investigations.
- Performs patrol duties of campus property and surrounding area; performs security checks of all buildings and residence halls.
- Responds to calls for services; locks and unlocks doors; assists motorists.
- Responds to medical calls and assists EMTs as needed.
- Investigates suspicious persons and situations, safety hazards, and unusual or illegal activity.
- Reviews and approves officers' incident and accident reports.
- Runs criminal background checks; maintains the Georgia Crime Information Center Terminal.
- Identifies, pursues and arrests suspects.
- Interviews victims, witnesses and suspects.
- Prepares warrants.
- Enforces state traffic laws and parking regulations.
- Provides security for special events.
- Attends court as required.
- Responds to fire and burglar alarms.
- Maintains property and evidence records.
- Trains, assigns, directs, supervises, evaluates and disciplines the work of assigned personnel.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern law enforcement principles and practices.
- Knowledge of community policing principles.
- Knowledge of emergency preparedness, response and recovery principles.
- Knowledge of public safety principles as related to college campuses.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Chief of Police assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the Official Code of Georgia Annotated, department standard operating procedures, the Board of Regents Policy Manual, college parking policies, Georgia Crime Information Center guidelines, Department of Justice guidelines, Georgia Police Officer Standards and Training Council regulations, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied supervisory, law enforcement, and emergency response duties. The necessity of responding to a variety of circumstances combined with strict regulations contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in public safety operations for assigned shift(s) of Police Officers. Success in this position contributes to the safety of students, staff, faculty and visitors and to the enforcement of federal and state laws as well as college rules and regulations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, students, parents, representatives of other law enforcement agencies, representatives of other emergency response agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, running, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in campus buildings and outdoors, occasionally in cold or inclement weather. The employee may be exposed to hazardous or dangerous situations. Work requires the use of protective devices such as masks, goggles, gloves, etc. as well as other specialized law enforcement equipment.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.