



Police Officer & EM Coordinator

Public Safety

PS/4

JOB SUMMARY

This position is responsible for enforcing state and local laws as well as campus regulations and for protecting life and property for Darton State College. Coordinator provides an enterprise wide, cross-divisional approach to the management of facilities and assets in response to emergencies and risk management. The emergency management coordination duties represent, at any given time, anywhere between 25-50% of the incumbent's core job responsibilities.

MAJOR DUTIES

- Patrols to detect and deter crime and to offer assistance when needed.
- Enforces parking regulations; issues citations.
- Investigates suspicious activities or persons.
- Checks the security of buildings.
- Prepares required reports.
- Investigates traffic accidents and criminal or non-criminal incidents.
- Makes arrests of individuals who have committed crimes.
- Testifies in court as required.
- Provides assistance to motorists.
- Responds to emergency incidents.
- Provides security and traffic enforcement at special events.
- Manages Emergency Management department budgets.
- Develops, plans, reviews, revises, distributes, implements and maintains the college emergency management action plan and the hazard mitigation plan.
- Represents DSC while coordinating with numerous federal state and local government agencies, non-profit or volunteer groups, as well as private enterprises.
- Serves as a DSC representative on emergency related activities statewide, on the Georgia Emergency Preparedness Coalition for Individuals with Disabilities and Older Adults, and serves on other task force consortiums, etc. pertaining to ongoing emergency related state readiness initiatives.
- Serves as the DSC Emergency Management Coordinator, providing assistance with emergency evacuation operations, training for DSC employees, and provides seasonal safety alert notifications as necessary.
- Develops and delivers emergency action information and alert notifications.
- Assists the Police Chief and Vice President for Fiscal Affairs with loss control and risk management functions.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Demonstrate ability to effectively coordinate team responses
- Knowledge of modern law enforcement principles and practices.
- Knowledge of community policing principles.
- Knowledge of emergency management principles.
- Knowledge of all relevant federal, state and local laws, regulations pertinent to emergency management
- Knowledge of public safety principles as related to college campuses.
- Skill in the operation of computers and job related software programs.
- Skill in the operation of specialized law enforcement equipment.
- 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 Police Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal laws and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement and emergency response duties. The necessity of responding to potentially dangerous situations contributes to the complexity of the position.
- The purpose of this position is to perform law enforcement and public safety duties for Darton State College. Success in this position contributes to the safety of campus 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, or to resolve problems.

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 buildings and outdoors, occasionally in cold or inclement weather. The employee may be exposed 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

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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.