

		ISSUED: 1-30-15
TITLE: Public Safety Officer	SALARY SCHEDULE:	CLASS CODE: PS301
UNION: POLICE OFFICERS LABOR COUNCIL	SALARY GRADE:	EEO CODE: 30
	FLSA: Non-exempt	EMPLOYEE CLASS: PS

POSITION PURPOSE

Provide a safe environment for University students, staff and guests by preventing and suppressing crime, protecting life and property and preserving peace within the campus area.

ESSENTIAL JOB FUNCTIONS

- Patrol campus property in department vehicles, including motorcycles, or on foot during the day or at night and in all kinds of weather conditions. Enter and exit vehicles quickly; conduct searches of buildings, including staircases, basements, roofs, catwalks and crawl spaces; survey outdoor areas in inclement weather including heat, cold, wind, precipitation, etc., which may involve climbing or jumping over obstacles, openings, ditches or off of elevated surfaces and crawling through confined areas; pursue suspects at high speeds in vehicles or by running; use body force to gain entrance through barriers. Enter areas which contain smoke, chemicals and laboratory activities.

- Effect arrests, forcibly if necessary, using handcuffs and/or other restraints. Pursue fleeing suspects on foot or in vehicle through unfamiliar terrain; conduct visual and audio surveillance for extended periods of time; exercise independent judgement, within legal guidelines, to determine when there is reasonable suspicion to detain; subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers or approved nonlethal weapons; perform searches of persons which involve touching and feeling to detect potential weapons and/or contraband; read Advice of Rights to suspects.

- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations. Communicate effectively with others verbally to provide information, answer questions, give directions and issue commands.

- Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations. Read and comprehend rules, regulations, policies, procedures and applicable laws for purposes of ensuring appropriate officer behavior and response and performing enforcement activities involving the public; issue violations.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Load, unload, aim and fire handguns, shotguns and other department firearms from a variety of body positions to department standards. Independently determine when situations justify the use of deadly force; maintain emotional control and accuracy with firearms under extreme stress; manage interpersonal conflicts to maintain order. Perform tasks which require lifting, carrying and/or dragging people or heavy objects while performing arrest, rescue or general patrol activities. Perform Life saving First Aid procedures such as Rescue Breathing, Closed Chest Compressions and Air-way Clearing Chest Compressions.
- All Public Safety Officers are considered to be “Essential Personnel,” and are required to report during a university emergency closure period.
- Perform other duties as assigned.

ADDITIONAL COMMENTS

This classification patrols the University campus in vehicles or on foot to prevent and stop criminal activity and protect life and property. The essential job functions listed above are required of all incumbents upon commissioning. The University reserves the right to hire uncommissioned individuals into this classification and send them to police academy. In all cases, incumbents must be able to be commissioned upon completion of academy requirements or they will be terminated. Uncommissioned officers will be given non-law enforcement duties until sent to the academy. This classification is typically located in the Department of Public Safety. This classification reports to a management level position, i.e. Sergeant, Lieutenant or Captain.

MINIMUM QUALIFICATIONS

- A bachelor’s degree from a four year accredited college or university. Major coursework in Criminal Justice or related field preferred.
- Possession of a passing score on the Michigan Commission of Law Enforcement Standards pre-employment police officer’s minimum skills test or pre-employment certificate indicating passing grades in all categories prior to application.
- Citizen of the United States; 18 years of age or older.
- Excellent health; weight proportionate to height; 20/20 vision corrected.
- Possession and maintenance of a valid Operator's License and a driving record that is satisfactory as required by Department of Public Safety.
- Good oral and/or written communication skills.
- Ability to work rotating shifts and mandatory overtime on any/all days of the week.

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- Ability to act and re-act quickly, calmly and in a proper manner in emergency situations.
- Reasonable knowledge of sound police practices, civil liability management and criminal and civil law.
- Ability to pursue suspects who may be running, climbing, crawling, or jumping over obstacles.
- Ability to make a forcible arrest.
- Must submit to various background checks and fingerprinting in order to reveal any criminal activity or driving record which may render one unsuitable for police work.
- Must meet the minimum employment standards for police officers as established at the Michigan Commission of Law Enforcement Standards (M.C.O.L.E.S.).
- Police Officer Basic Training and M.C.O.L.E.S. certification preferred.
- While employed officers are encouraged to pursue a Master's Degree.

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