FISK UNIVERSITY

Job Description Form

Position Title:	**Public Safety Officer**
Department:	**Department of Public Safety**
Reports To:	**Director of Public Safety**
FLSA Designation:	**Non-exempt, Hourly**
Bargaining Unit Position:	**No**
Date Written/Revised:	**August 17, 2009/ February 7, 2012**

POSITION SUMMARY

The Public Safety Officer is responsible for continuous patrol of the University campus, initial response to all campus emergencies (including medical and criminal), and the enforcement of University rules, regulations and applicable criminal laws on campus.

This position may require overtime and varying days off and/or shifts as necessary. Days off are generally set back to back and usually unchanging but may be subject to change depending on staffing and deployment needs.

ESSENTIAL FUNCTIONS:

- Conducts both walking and mobile patrols of interior and exterior locations/areas of the campus and remain highly visible.
- Responds to access/securing requests in accordance with the policies and procedures of the Key and Access Control programs.
- Monitors all campus access points, monitoring all campus entry (vehicular and pedestrian) and egress. This to include traffic direction, visitor assistance and entry validation when necessary.
- Completes required paperwork in compliance with the Public Safety Operations Manual and University Handbook, including but not limited to, field reports, operations notes, incident reports, accident reports, traffic citations, and alcohol citations.
- Provides emergency/crisis/routine response as situations arise, in accordance with University and departmental policy, Federal, State and local laws.

- Attends in-service training provided by the University and pass with a 70% or better, each testing instrument.

- Other duties as assigned by the Director of Public Safety.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work effectively as a team or independently, with minimum supervision
- Good problem solving and conflict resolution skills
- Good verbal, written and other interpersonal skills
- Must possess proficient report writing skills
- Proficient with Microsoft Office products

QUALIFICATIONS

Education: One year of college experience preferred or high school diploma.

Experience: Minimum of two years experience working in a university or college setting. Prior military, police or post secondary venue experience preferred.

Licenses or Certificates: State of Tennessee Department of Commerce and Insurance licensing and certifications required.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.