Public Safety Officer III (0769)

**Basic Purpose/Job Function:** Serves in a first-line supervisor capacity as an unarmed, noncommissioned public servant or a commissioned law enforcement officer.

**Examples of Titles Replaced:** Community Service Officer III; Museum Security Guard III; Police Officer; Police Corporal; Police Sergeant; Police Master Sergeant

**Typical Functions May Include:**

1. Providing first-line supervision including the scheduling of personnel, coverage, staffing levels, hiring/firing recommendations, job performance, disciplinary actions, evaluations, uniform/equipment inventory and issue, safety-related issues, time entry issues and site-specific manuals
2. Patrolling assigned area on foot, bicycle or in a motor vehicle
3. Coordinating training activities including training the trainers, maintaining training manuals and handbooks, developing training aids and creating exams
4. Providing care and first aid in emergencies
5. Interviewing and taking statements from victims, witnesses and suspects
6. Conducting investigations of crime scenes to gather and preserve physical evidence; serving search warrants and preparing associated documentation
7. Arresting violators of city ordinances and state law; serving criminal arrest warrants; escorting prisoners to a detention facility and booking them; preparing associated documentation
8. Investigating traffic collisions, administering field tests for intoxication; impounding vehicles and preparing associated documentation
9. Participating in criminal prosecution by testifying in court and presenting evidence
10. Providing security for handling/ moving of cash; may serve as an armed courier transporting cash, negotiable instruments and other items, materials and documents to and from various financial institutions and campus offices
11. Provides security as required for special events
12. Dispatching responses to alarms and disturbances
13. Performing routine noncriminal law enforcement functions such as traffic control, parking enforcement and building security
14. Monitoring deliveries and shipments at loading dock
15. May be assigned to specialty functions such as Security Services, Investigation or Crime Prevention
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16. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** Serves as a lead operator on assigned shifts and may train others in similar position.

**Supervision Received:** Receives general supervision from designated supervisor.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 – 24 months for unarmed Type: Security, public safety or police noncommissioned public servant only
- **Skills:** Communicate orally and in writing as needed to exchange information; Reads and understands basic written or printed materials and be able to speak and write clearly and concisely in the English language; basic math skills; basic computer skills; commissioned law enforcement officers must be capable of operating motor vehicles, technical equipment, Forensic apparatus and firearms.
- **Special Requirements:** Regular exposure to disagreeable conditions, odors and loud noises; regular standing, bending, lifting above shoulders and carrying at least 30 pounds; may perform shift work; willingness to wear and maintain uniforms, including head covering; commissioned law enforcement officers must be eligible to enroll in the Oklahoma Law Enforcement retirement system, be 21 years of age and pass physical examination, physical agility testing, polygraph, background investigation, and psychological testing prior to employment;
- **Licenses:** Valid Oklahoma driver’s license upon employment.
- **Certifications:** Commissioned law enforcement officers must be certified or certifiable as a Peace Officer by the Oklahoma Council on Law Enforcement Education and Training (CLEET) within first 12 months of employment and obtain and maintain CPR certification through department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.