Public Safety Officer IV (0770)

**Basic Purpose/Job Function:** Serves as a commissioned law enforcement officer of the University of Oklahoma, Norman Campus, Department of Public Safety engaged in and supervising others engaged in maintaining the public peace, enforcing state/local laws and university regulations, safeguarding institutional assets, and providing public service.

**Typical Functions May Include:**

1. Performing the duties of Police Officer as required for special, emergency, or relief situations
2. Supervising the activities of personnel assigned to a work shift or performs other supervisory tasks as assigned
3. Supervising the activities of personnel assigned to a work shift or performs other supervisory tasks as assigned
4. Supervising or participating as a member of a supervisory team at special events or emergencies
5. Conducting briefings and inspections for on-duty personnel, including delivery, interpretation, and clarification of departmental policy, procedure, and special orders
6. Reviewing and approving worked-time records, police reports, and other public safety documentation
7. Conducting or coordinating training of personnel
8. Conducting performance evaluation of personnel directly supervised and coordinating performance evaluation of others assigned to work group
9. Conducting public education presentations on assigned topics
10. Receiving and investigating complaints regarding performance of personnel supervised and administering personnel discipline in accordance with prescribed procedures
11. Making contacts as necessary in the performance of assigned duties in person or by telephone with other departments or persons internal or external to the University requiring tact and independent judgment
12. Performing other related duties as assigned

**Risk Management** Uses established safety practices to protect health and safety of personnel and property.
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Supervision of Others: Serves as a lead operator on assigned shifts and may train others in similar position.

Supervision Received: Receives very limited supervision from designated supervisor.

Minimum Qualifications:

- **Education:** High School diploma or GED
- **Experience:** 24 months  
  **Type:** Police Officer
- **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; must be 21 years of age; must pass physical examination, physical agility testing, polygraph, background investigation, and psychological testing prior to employment. Serve as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.
- **Licenses:** Valid Oklahoma driver’s license upon employment
- **Certifications:** 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; must obtain and maintain CPR certification through department; certified as a Police office at the intermediate or advanced level by CLEET or an equivalent authority.

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.