Public Safety Officer I (0767)

**Basic Purpose/Job Function:** Serves as an unarmed, noncommissioned public servant in the areas of traffic control, information dissemination and related security/noncriminal law enforcement.

**Typical Functions May Include:**

1. Monitoring established traffic control points to control pedestrian and vehicular traffic
2. Directing traffic and enforcing parking regulations; may cite and impound vehicles
3. Responding to complaints or summoning a commissioned Police Officer as appropriate
4. Providing foot and bicycle patrol to identify safety and security problems and acting as deterrent to theft and vandalism
5. Providing care and first aid in emergencies
6. Interviewing and taking statements from the public for purposes of investigation
7. Making building security inspections
8. Operating police communications equipment, such as telephone and walkie-talkie
9. Making regular contacts by telephone or in person with other departments or the public to determine actual information needed
10. Maintaining records, indexes and files
11. Receiving and prioritizing simultaneous calls on multiple phone instruments with multiple lines; dispatching responses to alarms and disturbances
12. Communicating with OUDPS in emergencies and for routine support
13. Conducting daily sight inventory of objects on display at opening and closing of building and periodic surveys of grounds and parking lots
14. Monitoring deliveries and shipments at loading dock
15. Providing security for handling/moving of cash
16. Controlling University police radio frequencies, monitoring all transmissions, and maintaining the required logs and related records
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17. Monitoring the radio frequencies of local emergency service providers; determining if their emergency response would involve the University proper, and notifying field officers or supervisor as appropriate

18. Interacting with elements of other emergency service providers on their own or University Police radio frequency as necessary

19. Performing other related duties as assigned

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

Supervision of Others: Has no regular supervisory responsibility. May assist with training others in similar position.

Supervision Received: Receives general supervision.

Minimum Qualifications:

- **Education:** High School diploma or GED
- **Experience:** 0-9 months  
  **Type:** Determined by department
- **Skills:** Communicate orally and in writing as needed to exchange information; read and understand basic written materials; basic math skills; basic computer skills.
- **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; background check required upon employment. Serve as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.
- **Licenses:** Determined by nature of the job and/or department.
- **Certifications:** Determined by nature of the job and/or 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.