

POSITION DESCRIPTION

TITLE: Public Safety Supervisor/Sergeant - (Non-Exempt)

Collective Bargaining – Ineligible – Supervisory

Definition - The Board approved definition of a supervisory employee is an employee who has the authority to hire, transfer, suspend, lay off, recall, promote, terminate other employees, or who effectively recommends such an action and if that action is not of a merely routine or clerical nature but requires the use of independent judgment.

This is a supervisor position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Public Safety Supervisor/Sergeant is the direct supervisor of an assigned shift, which may consist of Officers and reports to the Director of Public Safety. Enforces State, Local and College laws, rules and regulations. Ensures the safety and protection of students, faculty, staff, visitors and state property. Employees in this position receive direct supervision from the Director of Public Safety.

Employees in this position are responsible for the operation of Public Safety, and the supervision of an assigned shift and their duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Must be available to work rotating shifts, respond to on-call emergencies, work overtime, and be available to work weekends and holidays.
- Responsible for supervising, and directing the daily duties of Public Safety Staff.
- Maintains the daily shift schedule for all Public Safety Staff.
- Reviews all leave and overtime requests for all Public Safety Staff.
- Directs operations at the scenes of incidents, calls for service and special events.
- Assists in creating, revising, and updating policies and procedures of the department.
- Assists with vehicle registrations, parking enforcement, I.D. cards, and campus access control.
- Writes investigative, incident, accident, and similar reports.

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- Reviews and distributes incident reports completed by Public Safety Officers.
- Reviews Daily Run Sheets submitted by Public Safety Officers.
- May complete or assist with completing the Monthly Universal Crime Reporting Statistics report.
- May complete or assist with completing the Annual Security and Fire Safety Report.
- Responsible for completing performance evaluations of Public Safety Staff.
- Coordinates meetings and trainings for the Public Safety Staff.
- Investigates and handles complaints involving Public Safety Staff.
- Assists in crime prevention programming.
- Performs safety, patrol, and security duties by motor vehicles, bicycle or on foot.
- Coordinates staff efforts in the enforcement of laws and college rules, regulations, and policies.
- Directs and participates in rendering aid at the scene of emergencies.
- Prepares and maintains statistical and special reports.
- Assists in training subordinate staff concerning post assignments, traffic control, alarm controls, and communications apparatus.
- Directs vehicular traffic and enforces parking regulations, issues warnings, summonses, and makes arrests when appropriate.
- Renders emergency first aid and CPR.
- Is on-call 24 hours a day.
- Makes crime prevention and other safety related presentations to students, visitors, parents and staff.
- Dispatch duties as required when a dispatcher is not available.

MINIMUM QUALIFICATIONS:

- Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education. This educational requirement is set by the Police and correctional Training Commission in accordance with Article 41, Section 4-201.
- Experience: At least three years' experience as in public safety, law enforcement and or security. Must have the ability to understand, interpret, and explain College policies, rules, and regulations concerning public safety duties and responsibilities.

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SPECIAL REQUIREMENTS:

- Must possess a motor vehicle operator's license valid in the State of Maryland.
- Must be able to obtain a Special Police Officer Commission issued by the Maryland State Police.
- Must have a telephone due to being on call 24-hours a day.
- Subject to substance abuse testing in accordance with code of Maryland Regulations.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.