



Savannah State University Position Description – Public Safety Corporal

POSITION DESCRIPTION

Position Title: Public Safety Corporal (**Detective**) FLSA Status: Non-Exempt
Reports to: Public Safety Lieutenant
Department: Public Safety
Date Prepared: June 4, 2008 (Revised)

BASIC FUNCTION

This position conducts follow-up and investigations of criminal offenses. The unit works closely with local law enforcement agencies concerning investigations.

NATURE & SCOPE

Reporting to the Public Safety Lieutenant, the Public Safety Corporal (Detective) takes the lead on all investigations for the Savannah State Public Safety unit.

Much of the incumbent's time is spent conducting investigations. It is critical that the incumbent have the knowledge and ability to collect and compile the needed information that will be used as evidence in the courtroom when a case goes to trial.

This position, at times, will coordinate other Public Safety Officers that are not Detectives in supporting the investigation effort.

PRINCIPAL ACCOUNTABILITIES

- Conducts investigations.
- Communicates with all appropriate parties and agencies
- Testifies in court as needed on cases.
- Supervises other police officers working on investigations.
- Involved in patrol/crime stoppers.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires Georgia State certification with two years of college or vocational/ technical school. Applicant must have excellent customer service skills and high professional standards, including the ability to maintain confidentiality of highly sensitive information.