



Savannah State University Position Description – Public Safety Lieutenant

POSITION DESCRIPTION

Position Title: Public Safety Lieutenant FLSA Status: Exempt
Reports to: Chief of Police
Department: Public Safety
Date Prepared: June 4, 2008 (Revised)

BASIC FUNCTION

This position supervises the day to day operations of the Public Safety Department, including directing personnel and operations activities.

NATURE & SCOPE

Reporting to the Chief of Police, the Public Safety Lieutenant is actively involved in directing the day to day activities and operations of the Public safety department. This includes ordering, issuing and maintaining employee's equipment/uniforms, along with creating officers and building security personnel work schedules.

This position checks and advises on the Chief Communications Specialist and Building Attendant/Gate Guards work schedules. The Lieutenant heads a team to conduct and interview employment applicants. The incumbent also investigates citizen complaints, and forwards recommendations to the Chief of Police. This position recommends disciplinary action to the Chief of Police for employees that abuse rules and regulations.

This position requires interaction with all areas of the Savannah State University campus as well as the City of Savannah.

PRINCIPAL ACCOUNTABILITIES

- Supervises and manages department employees
- Orders, issues, and maintains employee's equipment and uniforms.
- Reviews daily incident, accident, arrest reports and forwards up the chain of command.
- Liaison for department with other activities, including police coverage for special events.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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