



## Savannah State University Position Description – Public Safety Officer

### ***POSITION DESCRIPTION***

Position Title: Public Safety Officer FLSA Status: Non-Exempt  
Reports to: Public Safety Sergeant  
Department: Public Safety  
Date Prepared: June 4, 2008 (Revised)

### ***BASIC FUNCTION***

The function of this position is to help ensure the safety of Savannah State University's students, faculty, staff and visitors and to protect its property.

### ***NATURE & SCOPE***

Reporting to the Public Safety Sergeant, the Public Safety Officer is charged with ensuring a safe environment for the entire Savannah State community.

This position is an active patrol position, monitoring all activities taking place on campus. When questionable activities are witnessed, this position takes appropriate investigative actions to deter criminal activity.

The public safety officer is expected to serve the various constituencies of Savannah State University by maintaining an effective interpersonal style working closely with students, faculty, staff and visitors.

This position will assist with investigations as needed.

### ***PRINCIPAL ACCOUNTABILITIES***

- Patrols aggressively.
- Provides emergency assistance.
- Writes accurate and concise incident and accident reports.
- Investigates as needed and testifies in a court of law as required.
- Maintains effective interpersonal relationships with constituency.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires four years of high school or GED equivalent. and successfully meet Georgia Peace Officer certification. Applicant must have excellent customer service skills and high professional standards, including the ability to maintain confidentiality of highly sensitive information.