



Savannah State University Position Description – Public Safety Sergeant

POSITION DESCRIPTION

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

BASIC FUNCTION

This position involves assisting the shift commander with the supervision of subordinate personnel while carrying out law enforcement duties aimed at providing a reasonably safe campus environment that is conducive for learning, living and working.

NATURE & SCOPE

Reporting to the Public Safety Lieutenant, the Public Safety Sergeant is critical in assisting the shift commander with supervision of personnel and ensuring that all aspects of the Public Safety activities are conducted in a manner that maintains a safe campus environment.

This position conducts patrols and is visible throughout the campus during the active shift. This position also is involved in evaluating police officer performance in the field.

The sergeant participates and assists as needed in investigations and responds to calls and complaints throughout campus.

PRINCIPAL ACCOUNTABILITIES

- Patrols the campus utilizing motorized and foot patrols in order to enforce parking and traffic regulations and to prevent and discover the commission of crimes.
- Checks police officers performance in the field provides assistance and gives counsel regarding ways to resolve incidents.
- Assists with the reviews and assignment of investigation cases. Reviews investigation reports and confers with officers regarding case resolutions.
- Responds to calls and complaints involving fires, traffic accidents, robberies, domestic disturbance and other incidents requiring police intervention.
- Conducts investigation of criminal activities in order to apprehend suspects and to recover property.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires Georgia State certified, with four years of high school or GED equivalent. Applicant must have excellent customer service skills and high professional standards, including the ability to maintain confidentially of highly sensitive information.