

Sul Ross State University
Position Description

Official Title: Public Safety Lieutenant

Salary Group: Unclassified (2)

Job Code: 3310

Summary

Function: Responsible position involving the safeguarding of human lives as well as private and personal property; involves the regular patrolling of the campus, usually done alone, and requires mature judgment under conditions of stress; must be emotionally stable, intellectually honest, capable of functioning intelligently in a variety of situations and present a pleasing personal appearance; must be able to communicate effectively with intelligent young people and be able to establish a reasonable rapport with a large spectrum of behavioral possibilities with which the officer may come into contact; must be able to act effectively in extremely divergent interpersonal situations i.e. the officer must be able to endure physical and verbal abuse and exhibit a balanced perspective even though being constantly exposed to the worst in human behavior.

Duties

Essential: The Lieutenant is first line supervisor for Patrol, Civilian, and Criminal Investigative functions and takes general supervision by observation and/or conference from the Director of Public Safety. Supervision of patrol/investigative functions including but not limited to: development of daily/monthly work schedules; management of Evidence room; all duty assignments specific, specialized, and general; review all criminal/arrest reports for accuracy/completeness; officer appearance including uniforms/equipment; actions taken by officers in arrests, civil disturbances, or other activities relating to law enforcement duties; annual performance evaluations; respond to citizen, student complaints, and disciplinary action when necessary. Supervision of staff functions include: Key Services, IVIS Identocard/ID client security systems, Communications, and other standard office activities; annual performance evaluations; respond to citizen, student complaints and take disciplinary action when necessary. Other duties include but not limited to: regular patrol of campus (usually alone); reporting all conditions that might reflect on safety or welfare of personnel on campus; respond to, administer first-aid and/or provide emergency services involving a wide variety of situations; enforce Federal, State, and Municipal laws with or without warrants; conduct searches and seizures with or without warrants as applicable; annual policy development, review, and amendment; make preliminary and/or follow-up investigations on criminal report and traffic accidents; conduct interviews of victims, witnesses, and suspects; make necessary reports in writing as directed by the Director of Public Safety; collect, preserve and maintain chain of custody for evidence; testify in court; regulate and control traffic; enforce violations of parking/moving regulations; on-call 24 hours a day; operate and maintain departmental/personal equipment; escort students and staff; cooperate with other law enforcement and prosecutorial agencies; programming and management of card access/camera equipment; management of secured key codes, locks, and keys; requires mature judgment under conditions of stress; ability to develop and manage department budget; exposure to outside weather conditions; may be required to work during night hours; work involves a degree of hazard; must be stable, honest, capable of functioning intelligently in a variety of situations; must communicate effectively with a wide variety of young people situations; exhibit a balanced perspective when exposed to the worst in human behavior; responsible for safeguarding human lives as well as private and personal property; and have ability to multi-task activities, reports, and successfully complete duties as they are assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision by observation and/or conference from the Director of Public Safety.

Given: Close supervision of Patrolmen.

Education

Required: High School graduate or equivalent; thirty or more college semester hours; must hold active/current Peace Officer License with the Texas Commission on Law Enforcement Officer Standards and Education.

Preferred: Associate or Bachelor's degree.

Experience

Required: Two or more years law enforcement experience.

Basic Texas Peace Officer License.

Preferred: Three or more years supervisory experience; Intermediate Peace Officer License or higher; Public School and/or University system.

Equipment/Skills

Required: Thorough knowledge of and skill in the use of firearms, non-lethal defense devices, radio equipment, photographic equipment, criminal investigative tools, computer programs/software, and use of emergency motor vehicles; good report writing skills and proficiency in all phases of duties performed.

Preferred: Knowledge and skills in alarm/fire systems, digital CCTV cameras/card access systems, and secured key systems.

Working Conditions

Usual: Exposure to outside weather conditions. May be required to work during night hours or alternating shift. Work involves a degree of hazard; position is Security Sensitive.

Required: Valid Texas driver's license with driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February 2011