

HE PUBLIC SAFETY COMMANDER I (LIEUTENANT)

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The Higher Education Public Safety Commander I is responsible for the overall coordination and scheduling of a small to medium-sized certified law enforcement staff assigned to investigation/crime prevention, patrol, traffic and/or training at an institution of higher education. This position is governed by state and federal laws and institution policy.

DUTIES AND RESPONSIBILITIES

Assists in planning, coordinating, assigning, and reviewing the operations of subdivision programs and staff assigned to campus patrol, investigations, traffic, parking, and/or communications. Coordinates and schedules training activities for assigned personnel, communicates standards and practices to assure uniform delivery of services to the campus, and coordinates protective service activities with campus departments and outside organizations. Communicates policy directives for assigned area and ensures completion of departmental goals and objectives; keeps abreast of changes in laws, regulations, policies, procedures and practices. Assists in planning and developing departmental goals and objectives, assures proper communication of directives to subordinate employees, and develops and maintains productivity standards for proper compliance to established criteria. Supervises and conducts ongoing investigations; compiles statistical reports concerning sub-division activities and coordinates reporting requirements. Prepares criminal case file for judicial review by the Prosecuting Attorney's Office. Interprets directives and attends special meetings to convey information concerning investigations and complaints, or to answer questions concerning public safety activities. Coordinates monitoring of Surveillance Security Cameras footage review; Camera Functionality Test; Code-Blue Emergency Phone Functionality Test; and maintain status logs. Coordinate and/or Broadcast Campus Emergency Alerts. Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Frequent twenty-four (24) hours, seven (7) days a week on-call duty is required; shift work and irregular working hours may be required. Working in extreme and inclement weather conditions; and exposure to danger is required. Qualification with small arms, and the wearing of firearms and uniforms required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of law enforcement management and supervisory principles. Knowledge of criminal laws and related departmental and campus policies and procedures. Knowledge of investigative methods and techniques. Ability to supervise the work activities of others. Ability to conduct training and evaluate training effectiveness. Ability to communicate effectively orally and in writing. Skill in the operation of firearms.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree with a major in criminal justice or related field; plus three years of progressively more responsible experience in law enforcement, including two year in a supervisory capacity. Certified as a Police Officer in accordance with ACA 12-9-106. Possession of a valid state motor vehicle operator's license. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

SALARY: Grade C120– State Pay Plan

Qualified individuals must submit a personal history statement, application, and resume with name, address and telephone numbers of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATIONS: Applications accepted until positions are filled.

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