

**PUBLIC SAFETY OFFICER (LAW ENFORCEMENT OFFICER)
(4 positions)**

The Public Safety Officer is responsible for the enforcement of traffic and criminal laws and parking regulations. This position is governed by law enforcement standards, state and federal laws, and institution policy.

DUTIES AND RESPONSIBILITIES

Patrols assigned areas to detect and prevent crimes, enforce traffic laws, recognize parking violations, issue traffic citations, and identify safety hazards and violators; performs physical security checks of campus buildings. Performs daily maintenance and equipment checks on patrol unit, maintains a professional appearance through upkeep and maintenance of uniform, duty equipment and personal grooming. Serves as a resource for Visitors, Students, Faculty and Staff, and directs them to appropriate offices, agencies and organizations. Conducts investigations of crimes and accidents, and report incidents committed on campus. Directs traffic during periods of high density to facilitate smooth flow. Arrests violators, writes incident reports, and testifies in court, as required. Responds to alarms, calls for assistance, checks for locked or unlocked buildings and offices, as necessary, and assists stranded motorists and others in need of assistance. Monitors security and fire panel for security and fire detection, assists with checking the alarm systems and emergency power supply. Monitors Surveillance Security Cameras and conducts footage review, Broadcast Campus Emergency Alerts, Conduct Camera Functionality Test, and conducts Code-Blue Emergency Phone Functionality Test and maintains status logs. Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Meet qualifications with firearms. Wearing of firearms and uniforms required. Must be able to work rotating shifts (3-shifts over a 24 hour period) with days off, on-call duty, and routine overtime requirements; and work in extreme and inclement weather conditions. Exposure to danger required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of traffic laws, rules and regulations, for security; knowledge of general law enforcement methods and techniques; ability to direct traffic and to maintain order; ability to prepare reports of incidents and accidents; ability to communicate orally and in writing; and must have ability to operate motor vehicles used in patrol duties.

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma. Must possess valid Arkansas driver's license; must be at least 21 years of age; must be a citizen of the United States; must be able to pass a comprehensive personal and criminal history background investigation; must meet the minimum physical and employment requirements as a law enforcement officer; must be certified by the Arkansas Law Enforcement Certification Training in accordance with ACA 12-9-106, or an approved law enforcement training academy. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Must not have either entered a plea of guilty or been convicted of a Felony, or Domestic Violence Offense. 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-C116-State Pay Plan

APPLICATION PROCESS: Qualified individual must submit an application and resume with the name, address, and telephone numbers of three references; and the State of Arkansas Commission on Law Enforcement Standards and Training Personal History Statement to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot #4942
PineBluff,Arkansas71601

DEADLINE FOR APPLICATION: Applications accepted until positions are filled.

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