

PUBLIC SAFETY CAPTAIN*
OR
CHIEF OF COLLEGE SECURITY

Function of Job:

Under general direction of designated official, to supervise and coordinate the security and law enforcement activities of public safety officers to assure conformance with prescribed standards as established by a university Public Safety Division or to serve as campus Chief of Security for a college.

Characteristic Duties and Responsibilities:

1. Plan, organize, supervise, and assign security, safety, or law enforcement personnel to patrol duties and in the investigation of complaints, accidents, or crimes of a special or unusual nature.
2. Organize personnel in special events and assign Public Safety officers to cover various emergencies such as fires, floods, hurricanes, mob violence, or acts of God.
3. Give lectures to criminal justice students or other interested groups.
4. Assist and cooperate with other town, state and federal law enforcement agencies in the investigation of criminal cases and other related matters.
5. Supervise officers in the apprehension and interrogation of criminal suspects.
6. Review charges against citizens through complaints and determine if arrest warrants should be issued.
7. May organize and/or assist in searches for lost persons.
8. Be responsible for training Public Safety officers.
9. Review reports submitted by personnel on all phases of security, safety or law enforcement activities.
10. May serve as public safety operational head at special events conducted by the college/university community.
11. If serving as Chief of Campus Security for a college, duties include:
 - (a) establishing department goals, objectives and regulations
 - (b) directing and coordinating department functions, procedures and practices
 - (c) supervision, training, evaluation and selection of all department personnel
 - (d) overseeing department operational budget and monitoring expenditures
 - (e) serving as primary department representative with other college and/or outside public groups including attendance at various public safety meetings.
12. Perform other related duties as directed.

Minimum Acceptable Qualifications:

1. High School graduation or its equivalent.
2. Some college or Public Safety training.
3. At least five years experience with a Public Safety agency or equivalent, with two years as a ranking officer.
4. Thorough knowledge of laws and ordinances pertaining to security, safety, or law enforcement, and law enforcement methods and procedures.
5. Ability to use firearms, radio transmitters and receivers, radar equipment, teletype, typewriter and automobiles
6. Ability to act promptly in emergencies.
7. Resourcefulness, tact and skill in dealing with the general public
8. Supervisory ability.
9. Excellent past service record with Public Safety Division.
10. Must qualify annually with a minimum score of 70% in the Police Combat Practical Pistol Course based upon the Federal Bureau of Investigation and Nation Rifle Association standards for police firearms instructors.
11. Good physical condition, strength, and agility as evidenced by physical exam.
12. No criminal record other than minor motor vehicle violations.
13. Must possess a New Hampshire Driver's license.
14. Must be deputized by the municipal authority having jurisdiction.

10/24/90

System Approval

10/24/90

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 1/28/75 as "Police Captain" and revised as "Public Safety Captain on 10/14/77.