

PUBLIC SAFETY OFFICER I*

Function of Job:

Under direct supervision of Public Safety Officer III or other designated supervisor, to perform routine inspections of campus property to assure compliance with state, municipal, federal and USNH safety/security regulations.

Characteristic Duties and Responsibilities:

1. Perform assigned safety/security patrol at appointed times, as scheduled, to assure compliance with federal, state, municipal and USNH safety/security regulations.
2. Complete Bureau of Safety Officers Report showing safety/security status of points checked using time clocks provided.
3. Safeguard assigned building at designated times, including check of doors, windows and other egress points.
4. Check halls, stairs and other areas of occupant passage for obstacles which could prevent effective egress in case of an emergency.
5. Report security violations, individual violators, vandalism, illegal entry and trespassers to dispatch for appropriate action and remain in area to assist, if necessary.
6. Report fires and malfunctions of fire detecting/life saving devices to dispatch and remain at scene in case of fire to assist fire department.
7. Report all items requiring repair action and remain in areas to assist, if necessary.
8. Render assistance to the public.
9. Enforce college/university rules and regulations.
10. May protect college/university property.
11. May search campus property during bomb threats.
12. May render first aid at accident scene or disaster area.
13. May appear in court as a witness in criminal cases.
14. Operate automobiles, radio transmitters, receivers and other equipment, as required.
15. Considerable physical effort required while on duty; duties may demand continuous standing, walking, and occasional strenuous positions while performing duties under varying climatic conditions with exposure to accidents or occupational hazards that may result in total disability or loss of life.
16. Patrol campus streets/grounds within assigned areas on foot or in a vehicle equipped with a two-way radio to assure security of college/university property.
17. May direct others in same classification, as required.
18. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent.
2. Ability to use watch clock, report forms and basic communications in reporting.
3. Working knowledge of state, municipal, federal and USNH safety/security regulations.
4. Knowledge of first aid techniques.
5. Ability to qualify for surety bond, if required.
6. Willingness to work at night, as scheduled.
7. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
8. Must be able to wear and use appropriate personal protective equipment, as necessary.
9. Must successfully complete psychological/polygraph examinations.
10. No criminal record other than minor motor vehicle violations.
11. Must possess a New Hampshire driver's license.

8/11/94

System Approval

8/11/94

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 4/18/75 as "Safety Officer I" and 10/14/77 and 2/20/79 under current title.