

PUBLIC SAFETY OFFICER III*

Function of Job:

Under the general supervision of designated supervisor, to assign/schedule work and provide supervision to Public Safety Officers I during normal working hours.

Characteristic Duties and Responsibilities:

1. Prepare duty rosters based on knowledge of routes for safety and security patrol.
2. Assure that all college/university life occupancy buildings are provided with maximum coverage on a continuous seven day basis.
3. Schedule days off, holidays and vacations for assigned personnel according to work load requirements.
4. Review work performance of Public Safety Officers I and recommend further training as required.
5. Advise Public Safety Officers I on unusual conditions encountered during duty hours, and respond to any emergency situations.
6. Prepare and maintain routine logs and records.
7. Render assistance to the public.
8. Enforce college/university rules and regulations.
9. May protect college/university property.
10. May search campus property during bomb threats.
11. May render first aid at accident scene or disaster areas.
12. Operate automobiles, radio transmitters, receivers and other equipment, as required.
13. May patrol campus streets and grounds within assigned areas either on foot or in a vehicle equipped with a two-way radio to assure security of college/university property.
14. May appear in court as a witness in criminal cases.
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. May be required to perform duties of Public Safety Officer I on any assigned route under extreme emergencies.
17. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent.
2. Two years experience in similar work with a public safety agency or equivalent.
3. Working knowledge of state, municipal, federal and UNH system safety and security regulations.
4. Supervisory ability.
5. Ability to qualify for surety bond, if required.
6. Knowledge of first aid techniques.
7. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather for prolonged period of time.
8. Must be able to wear and use appropriate personal protective equipment, as necessary.
9. No criminal record other than minor motor vehicle violations.
10. Must possess a New Hampshire driver's license.
11. Must successfully complete psychological/polygraph examinations.

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 II" and 10/14/77, 2/20/79 and 4/30/93 under current title.