



## Bethune Cookman University Office of Safety and Security

Job Title: Public Service Officer

Job Type: Full Time

Department: Student Affairs

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### Job Summary:

Public Service Officers (PSO) are uniformed civilians who perform a myriad of functions for the Office of Safety and Security including patrolling the university, assisting with traffic control and security at special events. PSO's also provide information and assistance to members of the university and guest. PSO's take reports, issue parking citations, assist with securing and opening building, are responsible for towing vehicles that are in violation of parking regulations, and assist local law enforcement as needed. PSO's may be required to walk and/or stand for extended periods of time, and to work overtime hours. PSO candidates must successfully complete an in-house training program.

### Benefits:

- Competitive salary
- Overtime opportunities available
- Equipment and uniforms provided
- Various in-service training provided
- Generous benefits package offered
- Tuition Remission
- 403b Retirement Plan

### EXAMPLES OF SPECIFIC DUTIES AND RESPONSIBILITIES:

These examples are intended only as illustration of the various types of work performed in this allocated position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

1. Patrol assigned zones and/or stand fixed security posts throughout the shift. Promote public and campus safety in those patrol areas consistent with agency and university policy, state, local and federal laws. Interact with faculty, university students, and citizens who may visit the university.
2. May be required to stand for extended periods of time when assigned to fixed posts, or may be required to walk for extended periods of time if assigned to a walking post. A PSO may be required to stop vehicles and/or pedestrian traffic to inspect university identification or other identification (Drivers license or Florida ID card) prior to entering or while on the campus.
3. While working a motorized post, a PSO may be required to stop vehicles and/or pedestrian traffic to inspect university identification or other identification (Drivers license or Florida ID card) prior to entering or while on the campus.
4. Monitor BCU radio traffic and respond to all dispatched calls for service in a timely manner.

5. Know and understand the basic elements of criminal violations and be able to identify those calls for service that require the response of local law enforcement.
6. Ability to write comprehensive incident reports, conduct investigations, take photos when necessary, and seize contraband when necessary.
7. Secure crime scenes of serious incidents, making sure that the integrity of the scene and evidence is not compromised, tampered with, altered, contaminated or left unattended.
8. Conduct checks on residential halls, buildings, grounds and university property to ensure the prevention of burglary, theft, criminal mischief/vandalism or fire.
9. Direct traffic during special events, congested areas, traffic crashes, or special hazards.
10. Enforce parking violations on campus by issuing parking citations and when necessary, by towing vehicles that are in violation.
11. Assist with the securing and opening of campus buildings.
12. Will be required to work various shifts and days of the week.
13. Will be required to work overtime (both voluntary and mandatory) when deemed necessary by the Office of Safety and Security.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of university policies and fines surrounding student conduct.
- Familiarization of local, state and federal statutes.
- Familiarization of basic rules of evidence and court procedure.
- Familiarization of basic criminal investigations and procedures.
- Familiarization of best practices, techniques, and tactics in patrol procedures.
- Basic knowledge of and ability to demonstrate appropriate officer safety techniques.
- Ability to use a 2 way radio for official communications, communicating in a clear, concise and intelligible manner under all conditions at all times.
- Have basic computer skills.
- Knowledge of first aid methods and CPR (Use of an AED)
- Ability to encourage individuals to resolve conflicts without resorting to violence.
- Ability to enforce the university rules with firmness, fairness, and impartiality and to deal with the public in a professional manner.
- Ability to understand and carry out oral and written instructions and orders.
- Ability to react promptly and correctly in emergency situations.
- Ability to display command presence at all times.
- Ability to express ideas and effectively communicate information to citizens and colleagues.
- Ability to process verbal information, physical cues, and body language in order to effectively listen to individuals.
- Ability to make independent decisions with minimum supervision.
- Ability to defend against attack by use of force to subdue or control an individual or suspect.
- Ability to read, interpret, and follow policy and procedure manuals relative to job performance.
- Ability to operate and control a vehicle in all situations and under varying weather conditions.
- Adhere to all traffic laws.
- Ability to work efficiently with co-workers, university staff and faculty, other law enforcement personnel, and the public that may visit the university.
- Ability to convey verbal information, instructions, directions, directives, and commands in a clear and concise manner.
- Ability to accurately communicate, both written and verbal, in a timely manner.
- Ability to stay aware and alert to the surrounding conditions and situation, and the ability to adapt to unexpected changes, to safely and successfully complete the task at hand.

- Ability to stand and/or walk for extended periods of time.

**MINIMUM TRAINING AND EXPERIENCE:**

- 21 years of age
- Must be a United States Citizen
- Must hold a valid Florida Driver's License
- Must be a high school graduate or equivalent (GED). AS or AA Degree or two years honorable military service. (Preferred)
- If served in the military cannot have separated with anything other than an honorable discharge.
- Successfully complete an extensive background investigation to include drug testing.
- State of Florida Class "D" Security Certification (Preferred)
- Prior work history must be satisfactory.
- Must not have been convicted of a felony or a misdemeanor involving perjury or false statements, or have a pattern of conduct that displays disregard to authority of law or poor judgment.
- Be of good moral character.
- Successfully pass a physical examination by a licensed physician.

**ADA COMPLIANCE: (Essential Job functions and abilities for this position)**

**Physical Ability:** Tasks that involve the frequent use of light lifting and carrying up to 20 pounds, reaching, pushing, walking for prolonged periods of time, standing for prolonged periods of time, running, kneeling, bending and stooping.

**Sensory Requirements:** Minimum vision requirement must be at least 20/70 in either or both eyes, corrected to 20/30, and hearing must be normal at a distance of 15 feet.

**Environmental Conditions:** Tasks risk exposure to adverse environmental conditions such as noise, solvents, odors, slippery or uneven surfaces, heights, machinery, and traffic hazards.

Bethune-Cookman University is an equal opportunity/affirmative action employer affiliated with the United Methodist Church and the successful candidate must espouse values consist with those at a Christian institution.

Send information to:

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