



# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation  
NEHU

Date Issued: June 8, 2006

Department: Public Safety

Title: Senior Public Safety Officer (SPSO)

Level: XIV

### FUNCTION AND RESPONSIBILITY

The SPSO will be appointed by the Director of Public Safety to perform functions as outlined in the *Job Responsibilities* and will complete assigned tasks in addition to the staff officer's normal duties. The SPSO acts with the Director's authority [except for issues relating to discipline and job performance evaluation] when the Director is away for extended periods of time, like vacations, conferences, training, etc. or when the Director is given interim assignments. The activation of the SPSO position will be initiated and terminated by way of a memo or General Order issued by the Director of Public Safety, the Vice President for Student Affairs or the President.

### DUTIES AND RESPONSIBILITIES

Review and approve all departmental paperwork to include but not be limited to: Shift Logs, Patrol Logs, Incident Cards, Incident Reports, Phone Logs, Time Sheets, etc.

Prepare department bi-weekly payroll for the Director's, Vice President's or President's signature.

Will prepare work schedule for all staff officers, student auxiliary officers, dispatchers and other departmental workers and volunteers, as well as, coordinate vacations and other requests for leave time.

Will meet with individuals looking to lodge complaints against the department, individual officers or the issuance of parking tickets. The SPSO will only gather facts and other available information relating to the complaint and will then turn over the findings to the Director. With regard to parking citations, the SPSO will have the authority to void or excuse violations.

Will serve as an ex-officio member of the Parking Appeals Committee.

The SPSO will represent the department on campus-wide committees, at meetings and activities.

Will supervise staff officers, student officers and other student workers to insure they are performing their duties to the best of their ability and that they conduct themselves appropriately at all times. Although the SPSO will not initiate direct discipline with staff or student workers, the SPSO will be expected to remind the individuals of the proper and appropriate way things are to be accomplished. Egregious or repeated infractions will be brought to the attention of the Director for appropriate disciplinary action.

Will oversee all investigations and coordinate investigations with outside law enforcement agencies. The SPSO will also coordinate all investigations, reported crimes and violations of university policies and procedures with the appropriate university department, such as Campus Life, Housing, Counseling, Risk Management, etc.

Will be responsible for the efficient and effective operation of the Public Safety Department and will perform all duties as assigned by the Director, Vice President for Student Affairs and the President

### QUALIFICATIONS

A BS or BA degree required with at least 5 years experience in Public Safety within the college and university environment.

Must understand all department policies, procedures, all operational activities and be able to appropriately analyze and interpret situations based on the aforementioned information to make appropriate decisions.

Must have experience in supervision of staff and student auxiliary officers.

Must have demonstrated the ability to adapt to rapidly changing situations under stressful conditions.

Experience in successfully developing, preparing and teaching instructional materials on various topics related to Public Safety Services, Emergency Preparedness, Incident Command System, Police Theory, Security Theory and Techniques, etc. is required.

Knowledge and experience in Emergency Preparedness, NIMS, NRP, ICS as well and Chippewa County, local government and federal agency preparedness is required.

Must possess and have demonstrated qualities of leadership, thoroughness, integrity, organization, diligence, ethics, and moral character.

Must be able to and show examples of ability to interact effectively and productively with all campus and community constituencies. Must be able to demonstrate ability to speak in public in an articulate, cogent and succinct manner.

#### PHYSICAL AND MENTAL DEMANDS

Must have full use of arms, hands, legs and feet to be able to carry out the above assigned tasks and to respond in emergency situations. Adequate health and fitness to be able to perform foot patrol for eight-hour shifts as required; occasional running is required in emergencies. Must be able to lift and carry equipment or injured persons on occasion (50 – 150 lbs.) Requires periodic climbing on catwalks, towers, rooftops; up and down stairs often; must enter confined spaces on periodic basis. Must have ability to hear, see, speak, read and understand normal conversation, with or without aids, on daily basis to perform duties. Must be able to communicate with the public.

**The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature