

Classification Description



Job Title: Lieutenant, Public Safety

Pay Grade: 28

Job Code: 3504

FLSA Status: Exempt

Job Purpose

This is a professional, responsible position providing supervision for the public safety services College-wide to ensure a safe and secure environment for students, staff and visitors. Duties include overseeing the day-to-day operations and activities of the public safety Sergeants and other staff and acting in place of the Director in his/her absence.

General Responsibilities

Essential Functions

Analyzes schedules for both contract personnel and College employed officers/staff to ensure proper coverage and appropriate response for public safety concerns College-wide.

Develops and implements systems and procedures to ensure all College campuses are safe for students, staff and visitors; takes appropriate measures to eliminate security and safety concerns.

Works collaboratively with College leadership on all issues and operations related to safety and security for all campuses. Provides guidance and advice to ensure consistent enforcement of College policies and procedures relating to safety and security.

Serves as the College public safety liaison between each campus Sergeant and other appropriate staff; maintains working relationship with local law enforcement and emergency response agencies.

Appraises emergency situations in collaboration with campus and College leadership and makes decisions accordingly.

Supervises and evaluates assigned personnel for efficiency and effectiveness. Conducts annual performance appraisals for assigned personnel and provides guidance to Sergeants when they are conducting performance appraisals for their assigned staff.

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Provides Sergeants with guidance regarding supervision and management of public safety personnel. Makes recommendation to department leadership related to hiring, transfers, commendations, promotions, demotions and discharge.

Plans and recommends training and development initiatives to ensure continuous professional development for staff.

Delivers and/or secures appropriate training sessions on safety and security topics at each campus location as directed.

Manages training programs to meet mandatory training requirements for law enforcement officers and Public Safety Technicians, to include but not limited to, 40 hours of mandatory law enforcement training, additional in-service training, First Aid/CPR/AED certifications, annual firearms qualifications, managing law enforcement training via the state-wide Automated Training Management System (ATMS) and managing the certified instructors of the department.

Assists the Director in the preparation, maintenance and disposition of the department's budget.

Ensures each campus maintains an acceptable inventory of supplies and equipment for the department of Public Safety. Manages timely inspections of vehicles and equipment.

Gathers data and prepares reports to ensure compliance with federal, state, local, and College administrative directives as required.

In collaboration with the Director, develops and implements Public Safety policies, procedures and programs including emergency management notification, life safety, fire and sanitation.

Supervises and performs law enforcement functions including, but not limited to, arrest and transport activities; controls and monitors traffic flow; issues parking and uniform traffic citations; performs escort duties; provides emergency medical care (first aid) to sick and injured persons.

Directs and conducts investigations of suspects, victims, witnesses, informants or other persons to verify facts and obtain evidence; testifies in court.

Processes documentation of criminal and civil incidents through appropriate report management program; reviews incident reports for accuracy, clarity and completeness; maintains confidential records; provides data as needed to College officials.

Assumes the duties and/or acts on behalf of the Public Safety Director in his/her absence or as otherwise required.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Five (5) years of full-time professional, progressively responsible work experience in law enforcement, security services, military police and/or public safety management to include two (2) years full-time experience at the rank of Law Enforcement Sergeant or higher. Appropriate combination of education, experience and/or certifications may be substituted.

Must meet the requirements established in Florida Statutes Chapter 943.13 officers' minimum qualifications for employment or appointment.

Valid driver's license.

First Aid, CPR, AED training, or the ability to acquire related certification(s) within a 12-month period.

Ability to work various shifts including day, afternoon and evening hours as the College dictates. Additionally, may be designated as "Essential Personnel" in times of emergency.

Personal and educational philosophy compatible with the mission, goals and objectives of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Must be literate in Windows environment and possess the ability to use appropriate job specific technology as required.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.

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- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental: Typically work is performed in a normal general office, but position conducts periodic patrols of the campus buildings and grounds and may be subject to varying weather conditions.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved: January 15, 2014. Revised: July 1, 2014, July 1, 2018, February 20, 2019.