

Family: Facilities and Operations

Level: AM6

Position Profile Title: Supervisor-Patrol Sergeant

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile manage the day-to-day operations of campus security as the patrol sergeant. They supervise staff while actively performing daily activities and tasks that support campus safety.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Supervisor-Patrol Sergeant profile are the responsibilities to provide uniformed first line supervision for Public Safety Officers.

PRIMARY POSITION RESPONSIBILITIES:

1. Oversee the day-to-day operation of public safety patrol, including scheduling; and reviewing, approval and generation of reports and documentation.
2. Participates in the delivery of proactive patrol, including assisting in the coordination of response to critical incidents.
3. Oversees the maintenance and operation of Department of Public Safety equipment and vehicle fleet.
4. Develops and collaborates with internal and external stakeholders to promote a collaborative community-centered public safety department.
5. Implements, maintains, and manages records, documentation, procedures, and management system compatible with licensure requirements, technical specifications, and federal regulations.
6. Ensures implementation, adherence, and compliance with university policy, federal, state, and local laws, regulations and industry standards.
7. Supervision of Public Safety Officers, Student Security Officers and other personnel providing support to the Department of Public Safety, including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; the job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervises work of classified employees, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Associate's Degree from an accredited college/university in law enforcement or related field; OR 4 years of related work experience; OR an equivalent combination of education and work experience.

Supervisory or lead experience of law enforcement/public safety personnel.

May require certification and/or licensure.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.