

Purpose

Clark Atlanta University will enhance public safety by providing the campus community with a safe, secure, responsive and student-centered college campus that is adaptable to change. The Department of Public Safety creates opportunities for students to offer positive contributions to Clark Atlanta University and the Atlanta University Center community collectively. We strive to provide a positive experience through Collaborative Interactive Policing.

Goals

Support Public Safety Staff with general duties listed in the job description.

Assist with directions to various locations.

Encourage and support Clark Atlanta University Public Safety to create thoughtful citizenship and community stewardship.

Presence and visibility at sporting, social and extra-curricular events.

Maximize assistance, support and access for those with mobility and other access limitations.

Provide quality hospitality to ensure the preparedness and enhanced response capabilities.

Assist in maintaining a safe environment conducive to learning.

Advantages

To cultivate a group of key student leaders.

Mentorship.

Opportunity to give back to the students and the university.

Working with the Department of Public Safety develops and establishes an environment of community service and citizenship in our students.

Students gain experience essential for individual growth.

Conduct Policy Overview

Students covered by this policy are employed to fulfill the specific duties and expectations outlined in the Public Safety Ambassadors Guidelines. They shall support the mission and values of the Clark Atlanta University Department of Public Safety while performing their duties and conducting themselves in a manner deserving of public trust.

***Uniforms are Required

Black shirt and pants

Red public safety vest

For additional information on Clark Atlanta University Public Safety Ambassadors contact Coordinator Freddy S. Minnifield or Assistant Coordinator Sgt. DeJerald Z. Elder at

fminnifield@cau.edu or
delder@cau.edu

CLARK ATLANTA POLICE DEPARTMENT

Chief Thomas Y. Trawick, Jr.

Tanner Turner Building

223 James P. Brawley Dr. SW

Atlanta, Georgia 30314

Emergency (404) 880-8911

Non-Emergency (404) 880-8623

SAFETY IS EVERYONE'S RESPONSIBILITY!!

Be a Public Safety

Ambassador !

Public Safety Ambassadors
Clark Atlanta University



Clark Atlanta University
Department of Public Safety
Tel: 404-880-8911

Message



Collaborative Interactive Policing is a student-centered approach to community/campus oriented policing. The process encompasses the active engagement and implementation of suggestions from the students, faculty, and staff on positive solutions to existing criminal activity and criminal behavior on campus. The primary goal is to eradicate the “us against them” mentality which exists between the police and the community. This is done by embracing and fostering the notion that “we are in this together,” and that only by working together will we effectively change our environment.

3 Services Provided

1. Greeter
2. Administrative Support
3. Communication Support

Work study students will not work in a capacity or perform services that are considered, restricted, confidential, or protected by law.

Job Description

Administrative Support Job Description:

Maintain documentation as required for daily duties. Keep records and statistical data of performance for measurable objective accountability purposes. Assist administration with obtaining and filing paper work. Assist customers, primarily parents and visitors, with locating the facilities and staff. Perform general office duties as assigned.

Communication Support Job Description:

Perform general office duties as assigned. Maintain and store files under direct supervise. Monitor departmental alarm systems. Assign, and monitor departmental radio systems. Attend policy and procedure training as scheduled. Assist with computer operation and data entry.

Greeters Job Description

Assist students, faculty, staff, and visitors with commuter issues. Additional “eyes and ears” in identifying criminal acts and behavior. Roving and stationary posts to assist customers as they transition through the campus. Identifiable non-threatening student-sponsored resource to encourage participation in the Collaborative Interactive Policing (CIP) Program. Additional Public Safety resource at social events, athletic events, and other campus-sponsored events.

Hours

Public Safety Ambassadors shall work staggered shifts based on the students’ availability. Shifts are extremely flexible and can be adjusted as needed. Students will not work more than 20 hours per week.

Selection Process

During the selection process, students will be interviewed via a panel of three Public Safety personnel. During this process, the candidates will provide their class schedules and their desired availability to work.

Public Safety Ambassadors (PSAs) will be selected as candidates by the panel on the basis of GPA, availability and willingness to work and learn. A preference shall be afforded to students majoring in Criminal Justice due to the nature of the services provided and the job description for this position.

The panel of three (3) shall consist of the PSA Coordinator, the Assistant Coordinator, and the Public Safety Office Manager or Chief of Police designee. All candidates will be referred for consideration from the University Work Study Program and vetted through their internal processes. Additionally, all candidates selected for the position shall be subject to a criminal background check prior to being awarded the position.

I love being a PSA



Cant wait to get to CAU



