Clark Atlanta University
Job Description

Position Title:	**Public Safety Officer**
Department:	**Public Safety**
Reports To:	

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Performs specialized police work in protecting life and property, preventing violations, enforcing laws and regulations on university property and apprehending violators within police jurisdiction.

Examples of Duties and Responsibilities:

-Patrols campus areas on foot or by motorized vehicle; issues citations and warnings.
-Directs traffic and enforces traffic laws and regulations.
-Maintains watch over buildings and grounds; checks doors and windows.
-Observes and/or investigates suspicious actions or persons, and dangerous or defective conditions.
-Reports and investigates accidents, vandalism, thefts and fire.
-Assists in the location of lost or stolen property.
-Gives directions and other information to the public as requested.
-Maintains records of accidents and investigations.
-Gives warnings and issues tickets to the public.
-Advises students, faculty, and staff on campus regulations.
-Investigates traffic accidents, questions drivers and witnesses, and assists injured; records pertinent data describing scene and circumstances.

Knowledge, Skills and Abilities

-Considerable knowledge of standard police practices and procedures.
-Knowledge of the CAU campus and its traffic patterns.
-Knowledge of first-aid.
-Knowledge of fire prevention techniques.
-Effective oral and written communication skills.
-Ability to understand and carry out oral and written instructions.
-Ability to conduct investigations and prepare reports.
-Ability to enforce campus regulations

Minimum Hiring Standards

Education	High School Diploma; GED; Minimum age of 20
Years of Experience Required	N/A
Years of Management/Supervisor Experience	N/A