Florida Agricultural and Mechanical University

UNIVERSITY SUPPORT PERSONNEL SYSTEM

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: Update
3. Position Number: 16840
4. School/College:  
5. Department Number: 041700008
6. Budget Entity:  
7. Effective Date: (Personnel Use Only)
8. Department: Public Safety (Police)
9. FTE: 1.00
10. Pay Plan: 23
11. On-Call:  
12. Lead Worker:  
13. Subsection: Uniform Patrol
14. Class Code: 8515
15. City: Tallahassee
16. County: Leon
17. Class Title: Law Enforcement Officer

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential</th>
<th>Marginal: Performs other related duties as required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Patrols the University to prevent and/or reduce criminal activity, preserve the peace and apprehend offenders; responds to and assists in non-emergency situations; conducts preliminary investigation of crimes and attempted crimes; conducts searches and seizures; locates and preserves evidence and crime scenes; prepares written reports; executes arrests when necessary.</td>
<td></td>
</tr>
<tr>
<td>20%</td>
<td>Patrols assigned areas in a mobile unit or by foot patrol to prevent and/or reduce crimes; conducts building and vehicle checks for security purposes; communicates with the public to gain their confidence and to enhance crime prevention and law enforcement efforts.</td>
<td></td>
</tr>
<tr>
<td>15%</td>
<td>Patrols university streets for speeding vehicles and reckless drivers; issues uniform citations to traffic violators, and parking citations for illegally parked and unregistered vehicles; controls traffic congestion; monitors and directs traffic and parking activity for events on campus.</td>
<td></td>
</tr>
<tr>
<td>5%</td>
<td>Provides assistance to other law enforcement agencies by identifying/locating suspects who may be students or employees of the University; executing warrants/arrests, recovering stolen property, etc.</td>
<td></td>
</tr>
<tr>
<td>5%</td>
<td>Provides security services for University personnel transporting large sums of money from campus agencies to local banks.</td>
<td></td>
</tr>
<tr>
<td>5%</td>
<td>Conducts accident investigations, prepares reports, and submits the findings to the supervisor.</td>
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</tr>
<tr>
<td>5%</td>
<td>Inspects and maintains departmental equipment in good working order, i.e., service weapons, vehicles, uniforms, leather gear, handcuffs, badges, etc.</td>
<td></td>
</tr>
<tr>
<td>3%</td>
<td>Testifies in court, administrative hearings and other criminal proceedings as required by law.</td>
<td></td>
</tr>
</tbody>
</table>
Position # 16840

19. **Subordinates**: List class codes, official class titles, and position numbers for each position that reports directly to this position.

20. **Supervisor's Position Number**: 17881  Class Code: 8519  Class Title: Law Enf. Sergeant

21. **Working Hours**: a) Daily from ________ to ________  b) Total hours per week 40  c) Explain any variations in workweek, split shifts, on-call status, or rotations. Employees must be able to work rotating shifts (ESSENTIAL).

22. **Knowledge, Skills, and Abilities**: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   Knowledge of law enforcement principles and techniques.
   Knowledge of the criminal justice system.
   Knowledge of crime prevention and control procedures.
   Knowledge of arrest procedures.
   Skill in using restraining devices.
   Ability to work in dangerous and stressful situations.
   Ability to understand and apply laws, rules, regulations, policies and procedures.
   Ability to effectively apply emergency medical care techniques.
   Ability to determine work priorities, assign work and ensure proper completion of work assignments.
   Ability to communicate verbally and in writing.

23. **Required Licenses/Certifications/Other Specific Requirements of Law**: Please review statements below check all that apply.

   - This position requires a background check and/or fingerprinting, Florida Statues.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - This position requires licensure, certification or other special requirements described below.
     **Sworn Law Enforcement Officer Certification/State of Florida.**

24. **Signatures**: I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   Barbara C. Millar
   Name of Incumbent (Print)  Signature  Date
   Freddie Franklin, Corporal
   Name of Immediate Supervisor (Print)  Signature  Date
   Angela E. Kirkland, Lieutenant
   James W. Lockley, Jr., Asst. Chief
   Name of Reviewing Authority (Print)  Signature  Date
   (Vice President, Dean, Director, Department Head or other administrative officer)

25. **University Personnel Relations Office Review**

   Director, University Personnel Relations  Date