Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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<tbody>
<tr>
<td>Student Affairs</td>
<td>Update</td>
<td>20020</td>
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<tbody>
<tr>
<td>Public Safety (Police Department)</td>
<td>0320-000-62</td>
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<tr>
<th>7. Effective Date:</th>
<th>8. Department:</th>
<th>9. FTE:</th>
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<tbody>
<tr>
<td>(Personnel Use Only)</td>
<td>Public Safety (Police Department)</td>
<td>1.00</td>
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<tr>
<th>10. Pay Plan:</th>
<th>11. On-Call:</th>
<th>12. Lead Worker:</th>
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<tbody>
<tr>
<td>23</td>
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<tbody>
<tr>
<td>Uniform Patrol – Traffic Unit</td>
<td>8410</td>
<td>Tallahassee</td>
<td>Leon</td>
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<tr>
<th>17. Class Code:</th>
<th>Class Title:</th>
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<tr>
<td></td>
<td>Police Services Technician</td>
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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.

**% of Time**

**Essential**

55% Issue parking citations via electronic ticket-writer (or manual writing) to parking violators on university regulated streets and parking areas, by foot patrols or in assigned motor vehicle to ensure parking compliance by students, staff and visitors.

20% Identifies vehicles subject to immobilization devices (booting) for scofflaw violations; identifies and assists in booting or towing illegally parked and unauthorized vehicles, through radio communication with police headquarters.

5% Performs traffic control junctions, crowd control at special events.

5% 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.

5% Provides assistance to law enforcement.

5% Responds to non-emergency police incidents including abandoned property, criminal mischief, obscene/threatening phone calls, etc.

3% Performs desk officer/police communications operator duties, greeting public, taking reports, fingerprinting activities, issuing visitor permits, etc. as needed.

2% Marginal: Performs other related duties as assigned.
Position # 20020

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


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. Workweek hours may be adjusted periodically to accommodate major activities at the university and/or for shift shortages. Incumbent is subject to shift or rotational working hours and on-call status.

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

   Knowledge of FAMU Traffic Rules and Regulations, and Florida Statutes, regarding towing, parking areas on campus.
   Skill to operate two-way radio and electronic ticket-writers.
   Ability to understand and apply laws, rules, regulations, policies and procedures.
   Ability to issue citations with minimal errors.
   Ability to deal with general public in a professional and courteous manner.
   Ability to follow written and verbal directives.
   Knowledge of basic law enforcement principles.
   Ability to build and maintain effective working relationships.
   Ability to communicate effectively 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 Statutes.
   ☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   ☐ 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.
      Valid Florida Driver’s License

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.

   Firooz “Sonny” Momen
   Name of Incumbent (Print)  Signature  Date

   Clarence White, Sr. PST
   Michael Hollett, Sergeant
   Name of Immediate Supervisor (Print)  Signature  Date

   Angela E. Kirkland, Lieutenant
   James Lockley, 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