JOB DESCRIPTION

POSITION TITLE: Public Safety Lieutenant

SUPERVISOR: Captain of Public Safety

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: Public Safety

POSITION OVERVIEW:

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
Law enforcement administrative experience and/or an equivalent combination of advanced training and experience in the security and educational field. Must possess a State of Florida “Class D” security license, or be willing to pursue and secure such certification (State of Florida Chapter 493). Must possess a valid State of Florida driver’s license and have an acceptable driving record. Must pass a standard law enforcement background/security check.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Trains, assigns, directs, supervises security staff; develops work schedules.
- Assigns and/or participates in patrols of campus by foot or vehicle; watches for unauthorized persons or activities; investigates reports of unusual circumstances.
- Responsible for the creation and documentation of NIMS (National Incident Management System) for all scheduled large assembly events on campus or sanctioned by the University. Serves as the Public Safety liaison with local Law Enforcement and Fire Services during events.
- Creates, maintains and administers detailed Risk Assessments for any large special events directly related to campus activities.
- Conducts follow-up investigations as assigned by the Captain.
- Works closely with local law enforcement agencies and fire departments to insure a cooperative and mutually beneficial relationship including mutual training events.
- Prepares necessary reports to document the on-going activities of the Division of Public Safety.
- Remains familiar with the management duties of Public Safety so as to be able to assume command of the division when necessary.
- Conducts Crime Prevention Education for the Stetson Community.
- Responsible for managing all assigned Public Safety assets ensuring their accessibility and readiness for deployment.
- Performs other site and position specific functions as assigned.
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ROUTINE DUTIES AND RESPONSIBILITIES:

- Knowledge of the structure and function of the University.
- Knowledge of federal, state, county and municipal laws, rules and ordinances.
- Knowledge of University policies and procedures.
- Ability to follow oral and written instructions.
- Ability to communicate effectively with others.
- Ability to follow a chain-of-command.
- Ability to maintain confidentiality regarding investigations, incidents, reports, etc. and safeguards the privacy of individuals.
- Ability to work effectively with others.
- Ability to deal with the public tactfully and courteously.
- Ability to alertness in observing unusual conditions and in reporting them to the property authorities.
- Ability to maintain divisional records.
- Ability to prepare clear and concise reports.
- Skill in the application of property safety precautions.
- Skill in the operation of a motor vehicle.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.