

Wright State University
CLASSIFIED JOB SPECIFICATION
Public Safety Officer

I. JOB INFORMATION

Job Title: Public Safety Officer

Grade Level: CS 16

Job Class: 31613

FLSA Status: Non-Exempt

II. JOB SUMMARY

As a non-sworn Public Safety Officer, you will serve under general direction from members of the department of public safety or its administration, and in accordance with broad operating procedures, perform a variety of duties and tasks related to providing safety and security to university buildings, grounds, and personnel by properly enforcing all applicable university policies, procedures, and regulations. Assist police in basic non-criminal incidents to enhance the safety and security of WSU.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Patrol grounds and buildings on foot (and in a vehicle) to ensure public safety and the security of facilities by enforcing all appropriate codes, laws, and regulations, while maintaining a positive public relations image by assisting students, faculty, staff, and visitors.
- Maintain positive employee relations with department personnel, the university community, and external community members.
- Participate in community oriented policing programs with close supervision. Must learn the basics of criminal and civil law, university rules and regulations, and remain in compliance with the Clery Act.
- Will complete non-criminal related incident reports and support functions of the Department of Public Safety as it relates to records, communications, parking, and community engagements and training.
- Perform required safety and security functions at special Wright State University events to ensure public welfare and safety.
- Perform routine administrative duties following department standards such as completion of logs, reports, telephone work, and general office work (as required) to assure proper functioning of the department.
- Monitor traffic conditions and parking facilities to ensure efficient traffic flow – performing all traffic functions as required, and other duties as assigned.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- Must be at least 20 years of age.
- High school diploma or GED required.
- Ability to gather and classify information and prepare clear, concise reports.
- Willing and able to work rotating shifts (nights, weekends, holidays) and respond to emergencies as needed.
- Must be willing and eligible to attend state-certified basic peace officer training (sponsored by WSU; currently delivered through the Ohio Basic Peace Officer Academy) after serving 3–6 months in the role; requires a two-year employment commitment following successful completion.
- Will be required to sign a 2-year employment commitment to WSU once you have been sponsored and complete a police academy.
- Must serve in this role for a minimum of 3-6 months before WSU will sponsor you for the police academy.

VI. WSU TESTING/EXAMINATIONS REQUIRED

- Must successfully complete and meet all standards for:
- Pre-employment physical examination
- Psychological evaluation
- Polygraph examination
- Extensive background investigation
- May be required to complete annual physical and periodic psychological or psychiatric evaluations during employment, as determined by the University.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

21300

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.