Job Specification

Job Title: Public Safety Lieutenant

BCAT Code: 092X04  Effective Date: April 1, 2007
Pay Grade: G16   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs supervisory work in directing the law enforcement activities of the University Police Department.

Examples of Duties
- Directs and supervises other officers in the performance of security and traffic control duties.
- Conducts meetings and conferences with officers to interpret University law enforcement policies, regulations and problems involving the security and protection of campus facilities and students.
- Directs personnel in administering traffic citations, arrest sheets, warrants, and student complaints.
- Prepares departmental reports.
- Assists in developing the departmental training program.
- Plans, schedules, and supervises traffic and traffic control activities during special events.
- Conducts security and traffic control studies; makes necessary recommendations for increased efficiency.
- Maintains liaison with outside law enforcement agencies in implementing and coordinating the law enforcement program.
- Oversees the maintenance of patrol vehicles and related law enforcement equipment.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of civil and criminal codes of the state of Georgia.
- Knowledge of legal terminology and court procedures as they apply to investigations.
- Knowledge of the responsibilities, functions, and procedures of the Georgia State University (GSU) police department.
- Ability to apply policies and laws to a variety of situations.
- Ability to plan, assign, and supervise work of subordinate officers.
- Ability to maintain effective relationships with others.
- Ability to enforce laws and regulations.

Minimum GSU Hiring Standards
High School diploma or GED and four years of law enforcement experience including two years of supervisory experience. Georgia Peace Officer Standards and Training Council (POST) certification as a Law Enforcement Officer.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.