



BROWN

**Brown University  
Department of Public Safety  
Job Description for Public Safety Officer/303**

The Public Safety Officer is a non-sworn uniformed, civilian employee of the Brown University Department of Public Safety. This person is trained to serve the department in two capacities. The primary responsibility is performing security patrols of a given post on campus. The secondary responsibility is serving as a Communication Control Officer (CCO) as needed to meet required staffing levels.

**Patrol-related responsibilities include:**

- Prevention patrol of the post. External patrol and internal inspection of all University property and development of a working knowledge of the activity and community on the post.
- Protection of property.
- Enforcement of all University rules and regulations.
- Providing non-criminal services to the Brown University community.
- Must be able to provide rescue functions.
- Writing non-criminal reports and witness statements as dictated by their responsibilities.
- Testifying in any University hearing or criminal court necessitated by performance.
- Assisting the Campus Police Officer when called upon.
- Initiate and enhance communication between the Department and the community.
- Assist with identifying problems to community awareness and communications.

**Illustrative examples of patrol-related work**

- The Public Safety Officer will patrol and take action only on University property and in University buildings.
- They will be responsible for their post assignment and will handle all non-criminal situations in that area.
- Report hazardous conditions and physical security problems; admit authorized people to University buildings; perform lock-up responsibilities; conduct building patrols and provide information to guests and members of the Brown University campus and will respond to complaints of violations of University rules and regulations.
- Perform rescue functions in emergencies, such as fires.
- Will be held responsible for completing all paperwork as required by their actions.

**Communication Control Officer responsibilities include:**

- Performing specialized work in receiving, routing and dispatching requests for services which come through the Communication Center
- Maintaining accurate status of all field units
- Monitoring various radio frequencies
- Maintaining and reacting to alarm systems
- Maintaining specified logs
- Initiating communication receipts
- Performing routine clerical tasks.

**Illustrative Examples of CCO-Related Work**

- Must be able to operate the base station radio system in accordance with proper radio procedures and FCC regulations. The dispatcher will receive information from and dispatch assignments to various field units concerning reported incidents of a criminal nature and/or requests for services.
- Must initiate CAD system input to handle all information coming into the Communication Center as a means for informing different sections/departments of a need for repair or follow-up, as well as keeping department supervisors informed of all pertinent information.
- Must maintain a complete and accurate radio log for the tour of duty by means of data entry into the computerized CAD system.
- Must monitor and receive by radio, telephone, security and fire alarms, etc., information relative to the public safety status of the University and surrounding community.
- Must be able to determine the significance of the communication and according to established policies and procedures, with considerable latitude for judgment, initiate action and communicate information to field officers and other appropriate officials and agencies prioritizing in the event of increased activity.
- Must maintain and prepare all logs and files as indicated, provide information to members and guests of the University; must maintain a professional demeanor at all times.
- Must control keys of various organizations per written procedures and maintain the integrity of the key cabinet working with the University Lock Shop.
- Monitor Providence Police and Fire Department radio frequencies and rebroadcast relevant information to patrol officers.

**Public Safety Officer Qualifications/Job Functions**

- Must have a high school diploma/GED.
- Must be 21 years of age or older.
- Valid driver's license encouraged; not required.

- Must pass a background investigation. Candidates must not have any felony convictions or serious misdemeanor convictions.
- Must pass a psychological examination administered by the University of Rhode Island, and a physical examination administered by University Health Services.
- Must be able to engage in security functions that include such things as working various shifts, walking on foot patrol, climbing stairs and physically checking the doors and windows of buildings to ensure that they are secure.
- Must be able to perform and directly assist in rescue operations which may involve lifting, carrying and dragging heavy objects, climbing over and pulling oneself over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, crawling in confined areas, balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Must have a voice compatible in tone and diction with the radio and telephone systems and be able to communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Must have strong interpersonal and communication skills with the ability to develop and maintain mutually cooperative relationships with students, staff, faculty and the neighboring community. Must be able to communicate with sensitivity and tact and maintain confidentiality. Must be able to effectively give information and directions.
- Must be able to prepare reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Must have strong typing/computer skills.
- Must be capable of prioritizing tasks and handling a multiphasic position.
- Must successfully pass this Department's Public Safety Officer training program, including receiving instruction on Use of Force policy as it applies to Public Safety Officers, and demonstrating proficiency with MEB & ASR.
- Must successfully complete a 12-month probationary period (six months if promoted into this position) An employee transferred or promoted from a part-time to a full-time position, or an employee transferred or promoted during the first twelve months of employment with the Department, shall serve a twelve (12) month probation in the new position.
- Must possess a willingness and ability to support a diverse and inclusive environment.