SOUTHERN UNIVERSITY-BATON ROUGE, LA 70813

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POSITION VACANCY AUTHORIZATION								
**************************************	University Police AS DESCRIBED BELOW							
The second secon	ration and Finance							
(Department or Other Unit)								
	Source of Funds							
Replacement New Position* Civil Service Temporary	☐ Unclassified ☐ State ☐ Grant — in — Aid							
	(For Faculty this is same as tenure track) System Revenue							
*require	Agency Fund State es the approval of System President							
VACANCY DESCRIPTION AND JUSTIFICATION								
(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with								
The appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru								
Human Resources). Requesting authorization to change the title of the head of the University police force from Police Captain to Chief of University Police. Requ								
permission to change the classification of the aforementioned position from classified to unclassified. Requesting permission to fill this position.								
which was vacated by Police Captain Leatrice Warren	marker and bettern I I School Long I have been been been been been been been be							
Budget # 2-10618; Page # ; Item #	man had been to be been been to							
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Salary/Range:\$50,000.00 - \$60,000.00	By Supering State Control of the State Control of t							
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Approved Disapproved	Dean/Director/Supervisor of Budget Unit Date							
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VACANCY ANNOUNCEMENT SYS EM (VAS) POSITION VACANCY ANNOUNCEMENT

Date/Person Com	pleting form:_	November 1	1, 2003/Kathy Step	ohenso	on	
SUS	SUBR	SULC_	SUAREC	X	_SUNO	SUSLA
Application Deadl	ine: Nover	mber 18, 2003	Date po	sition	to be filled_	un tont down to the land of th
Pos	st Certified: \$3	003.00	Hourly/ <u>Monthly</u> /		ly or Salary I	Range
Please circle all ca Part-Time <u>Full-Time</u>	Temporary Tenure Tenure Track Probationary Job Appointm		Adminis Unclass Faculty <u>Classifi</u> Grant	sified ed		
Contact Person's Contact person's	Name/Telepho E-mail:	one:	Kathy Stephenson	, (504)	286-5171	
Human Resources	s (HR) records	only	Posting to VAS we	bsite	HR &	VAS

BRIEF JOB DESCRIPTION: This position requires the supervision and management of all subordinate officers on campus, engaging in a diversity of operations such as patrols, investigations and traffic control that require contact, coordination and cooperation with several law enforcement agencies. Responsibility for planning, coordinating, and communicating orders and policies necessary for the effective and efficient operation of the police force. Review of all investigative reports written by field personnel, specifically reading of all accident investigations, personal injury and incident reports. Development of work schedules for all field personnel, assigning police officers to specific shifts and establishing individual work assignments. Accomplishes all holiday, special event and overtime work schedules. Assists in conducting departmental investigations of major crimes committed on campus. Helps in the interrogation of victims, witnesses and perpetrators, and serves as department liaison when outside police authority is called in to assist in an investigation. Makes bank runs for large sums of money for agency during registration; transports faculty, staff and students to hospital in cases of emergency, on twenty-four call. Periodically utilizes departmental squad car to check on officers in the field to insure officers are performing duties in efficient, courteous and lawful manner. Interviews applicants for open position vacancies.

QUALIFICATIONS (MINIMAL): Five years of experience in law enforcement work. One year of this experience must have been as a supervisor of other law enforcement personnel. College training may be substituted for a maximum of two years of the required general experience on the basis of thirty semester hours for one year of experience.

REMARKS: At time of appointment, may be required to possess a valid Louisiana driver's license. Examples of experience accepted as law enforcement are police officers commissioned with the power of arrest, military police and deputy sheriffs.

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.

AN EQUAL OPPORTUNITY EMPLOYER
Please Post!