Job Title: Campus Police Chief

Job Code: 07428

JOB SUMMARY

The Campus Police Chief provides management and leadership in the college’s campus Safety/Security Office. Responsible for the organization, direction, supervision and day-to-day operation of the department.

MAJOR DUTIES

- Responsible for the overall management of the security and public safety program on multiple campuses and at off-campus sites in support of the education, research, public service and residential activities of students, faculty, staff and members of the general public;
- Presents in-service training and other educational programs;
- Coordinates operational plans and developments with local and other law enforcement agencies;
- Maintains program for fire prevention and fire prevention equipment;
- Manages and oversees financial/budget operations of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Develops and/or assists with the development of policies and procedure and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
- Serves as primary investigator of on-campus incidents reports to the campus police;
- Communicates with local police, fire and traffic departments regarding matters of concern to the college community (traffic, reports, crime, safety, etc.);
- Maintains files of hazardous materials on campus;
- Serves on campus committees when requested; Attends civic and government meetings when applicable;
- Maintains Peace Officers Standards Training (P.O.S.T.) certification;
- Manages the institution’s parking program.

COMPETENCIES

- Oral and written communication skills
• Knowledge of Federal, State and local laws and criminal procedures
• Knowledge of campus safety and security procedures
• Knowledge of POST mandated training requirements
• Leadership and supervisory skills
• Organizational skills
• Skill in the operation of computers and job related software programs
• Decision making and problem solving skills
• Skill in interpersonal relations and in dealing with the public
• Skill in the training of personnel

MINIMUM QUALIFICATIONS

Associate degree and Five years experience OR Seven years of experience in law enforcement and Two years of administrative and supervisory experience. P.O.S.T. certification

PREFERRED QUALIFICATIONS

Preferred qualifications will vary from location to location.