Job Title: Campus Police Chief, Assistant

JOB SUMMARY

The Campus Police Chief, Assistant provides assistance in the organization, direction and supervision of the day-to-day operation of the college's campus safety/security department.

MAJOR DUTIES

- Recommends officer staffing levels at various campuses;
- Assists in measuring the effectiveness of public safety operations in the delivery of routine and emergency response services;
- Maintains and submits weekly, monthly and annual reports;
- Plans and coordinates the day-to-day operations of campus officers;
- Reviews all reports, time card sheets, and payroll information for campus officers;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures 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 service, operations, and projects;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
- Provides advice concerning appropriate law enforcement response to incidents and violations of the law;
- Completes activity reports on an established basis; evaluates contents for completeness, accountability, neatness and compliance with rules and regulations;
- Maintains files and records;
- Attends meetings with local law enforcement and emergency management personnel;
- Responds to emergency and non-emergency calls for service;
- Assists with and maintains files related to the College Identification Badge/Parking Decal Program;
- Assists with the inspection and maintenance of fire alarms, security systems and fire extinguishers.

COMPETENCIES

- Knowledge of law enforcement equipment, techniques and best practices
- Knowledge of federal, state and local laws and ordinances and of college policies and regulations
- Knowledge of campus safety and security procedures
- Knowledge of the operation and maintenance of security systems, fire alarm panels and panic alarm systems
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Strategic and Tactical Planning skills
- Organizational Skills
- Supervisory skills
- Skill in the training of personnel
- Decision making and problem solving skills
- Skill in interpersonal relations and customer service
- Oral and written communication skills
- Skill in the operation of computers and job related software programs
- Ability to certify as a peace officer by the Georgia Peace Officer Standards and Training Council (POST)
- Ability to successfully complete a pre-employment drug test
- Ability to maintain a clean motor vehicle report

**MINIMUM QUALIFICATIONS**

Associate degree and Three years of experience in law enforcement OR Five years experience in law enforcement. P.O.S.T certification

**PREFERRED QUALIFICATIONS**

Preferred qualifications will vary from location to location.