



JOB DESCRIPTION

POSITION TITLE:	CHIEF OF POLICE
DEPARTMENT:	Administrative
FLSA:	Exempt
REPORT TO:	Director of Facilities Planning and Management
POSITION SUMMARY:	To coordinate and implement all phases of campus security up to and including the coordination of professional development programs to ensure all officers, (police and security) are abreast of policies, procedure and new laws that affect the efficient operations of campus safety.

ESSENTIAL JOB FUNCTIONS:

1. To organize and supervise the implementation of a public safety service program for the college in order to (a) secure and protect the safety of our students, faculty, staff, and visitors (b) secure and protect the properties of the college.
2. To organize and supervise the day-to-day operations of the safety and security program of the college.
3. To schedule the work of security personnel in carrying out an effective safety and security program for the college including the scheduling of work for all special activities and events.
4. To establish maintain and supervise an adequate structure for patrolling of the college required creating a presence of security on campus, and in order to serve as deterrence to those with intentions of committing misdemeanors and felonious acts.
5. To establish and maintain an effective working relationship with faculty, staff, students and the general public in carrying out and effectively communicating a public safety service concept for the college.
6. To organize and supervise the implementation and enforcement of adequate traffic and parking regulations of the college during routine operating hours as well as for special events and emergencies.
7. To establish and maintain an effective cooperative working relationship with local law enforcement and safety agencies required to strengthen and support the safety and security operation of the college.
8. To develop and maintain an effective system for security communication on campus as well as communications with external assisting law enforcement, fire, and emergency agencies required for emergency backup support.
9. To examine, investigate and handle complaints, accidents, disturbances and charges related to the safety and security of college personnel and properties and prepare and maintain written reports regarding these matters.

10. To implement an on-going program of continuing education, professional development and on-the-job training for all safety and security personnel.
11. To develop, maintain and implement appropriate emergency evacuation procedures required for the safety of college personnel in the event of fire, tornado, bomb threat and/or other emergency situations.
12. To maintain written procedures for locating students in the case of emergencies and/or other security-related matters of the college.
13. To supervise the use, operation and maintenance of the college police vehicles and all other equipment assigned for the use and operation by the police staff of the college.
14. To requisition the materials, supplies, and equipment required to implement the security program of the college.
15. To maintain a current and up-to-date Safety Manual for the effective operation of the Safety and Security Program of the college.
16. To recommend the appointment of safety and security staff, evaluate their performance and recommend promotions, demotions, terminations and dismissals.
17. To pick up and deliver mail, packages and bundles to and from the post office.
18. To assist as required in the verification of college inventory.
19. To serve as member of the President's Extended Cabinet to provide input for the effective management of the college in general and to promote the mission.
20. To perform other job related duties assigned the Director of Facilities Planning and Management or appropriate administrative head(s).