

DIRECTOR OF CAMPUS POLICE AND PUBLIC SAFETY

GENERAL STATEMENT:

To oversee all facets of police, security and safety operations and provide supervision, leadership, direction and vision to the department. To model the TVCC mission through value added, competent job performance, acting as an ambassador with the public.

REPORTS TO:

Assistant Vice President of Student Services

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's Degree required or the combination of an Associate's Degree plus 5 years of supervisory experience.

LICENSE OR CERTIFICATION:

Must have or be eligible for valid Texas Peace Officer License, Advanced Peace Officer Certification and Texas Driver's License, and to become commissioned in Texas.

EXPERIENCE:

Ten (10) years work experience in law enforcement, including five (5) years of supervisory experience in a command law enforcement position. Experience in community based police operations or police experience in an institution of higher education is preferred.

OTHER:

Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code, Texas Education Code, and Texas Motor Vehicle Code. Knowledge of current principles and practices related to policing, safety and security. Knowledge of investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details. Knowledge of supervisory principles, practices and methods. Knowledge of budget preparation, bid and purchasing procedures, and expense control. Demonstrated proficiency using standard office software applications. Maintaining an established work schedule, with occasional nights and weekends. Effectively using interpersonal and communications skills including tact and diplomacy. Effectively using organizational, planning, and problem solving skills. Care, maintenance, and safe operation of firearms and impact weapons. Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations. Effectively supervising, leading, and delegating tasks and authority. Interacting with people of different social, economic and ethnic backgrounds. Reviewing and preparing narrative and statistical reports and records. Preparing budgets and monitoring the disbursement of funds. Interpreting and applying rules, regulations, policies, and procedures. Operating motor vehicles during emergency, high-risk situations.

DUTIES AND RESPONSIBILITIES:

- Provides direction for the safety and security of College personnel, students, and others using College facilities and grounds.
- Plans and implements effective safety procedures, monitors daily operational procedures for the Campus Police, and develops and monitors annual plans to improve departmental accountability, effectiveness, and professional development.

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- Supervise safe operation of the department. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
- Selects, trains, supervises, and evaluates department personnel.
- Directs proper investigation and follow up to crimes, misdemeanors, infractions of College policies, safety hazards, and motor vehicle accidents. Takes appropriate action or makes recommendations of appropriate action for problem solving and follow up.
- Reviews police reports, logs, and investigative and case reports.
- Develops and updates emergency management and crisis response plans, crime prevention initiatives, and disseminates information for crime prevention and other needs.
- Participates in the development of annual budget. Administers budget and monitors division expenses.
- Gathers data and prepares reports to ensure compliance with federal, state, local, and College staff as required.
- Responds to emergency calls, acts as an information resource, and approves law enforcement activities.
- Ensures 24/7/365 coverage of campus properties.
- Analyze and modify as needed campus signage to meet security and traffic demands.
- Oversee the compilation and publication of campus crime statistics.
- Prepare presentations and make public presentations on pertinent subjects related to campus safety.
- Organize and chair the Cardinal Emergency Response Team (CERT).
- Prepares and executes security and public safety plans for large scale and multiple day events on or off campus.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Occasional lifting of objects up to 50 pounds
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations and preparing safety and security reports.
- Subject to physical harm such as weapons and physical attacks.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and running.
- Work is routinely performed in office environments with occasional exposure to inclement weather and varying temperatures.
- Work occasional nights and weekends.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

*Approved: 08/17/2011
JD492*

Revised: 10/3/11