

CHIEF OF POLICE

GENERAL STATEMENT:

Provide for the safety of students, faculty, and staff and the security of all College buildings and property by preserving the law and order and enforcing regulations.

REPORTS TO:

Vice President of Student Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR

CERTIFICATION:

Peace officer certification.

EXPERIENCE:

Five (5) years experience as a certified peace officer with two (2) years in a supervisory capacity.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Serve as chief safety officer of the college.
- Supervise personnel of the police department.
- Determine security needs of the campus and recommend improvements.
- Enforce dormitory regulations, campus rules and regulations, and State and Federal laws.
- Serve as liaison between local law enforcement agencies and the College.
- Insure the right of the individual student and College personnel.
- Recommend changes in institutional policy concerning discipline, traffic regulations, and law enforcement operations.
- Investigate and follow-up on all incidents and violations that occur on the College campus.
- Process student identification cards, senior citizens' Gold Cards, and issue parking stickers to students, faculty, and staff.
- Prepare and administer the budget for police operations at all campuses.
- Maintain a positive public image and a philosophy consistent with college philosophy.
- Prepare an annual departmental budget.
- Prepare and maintain a departmental training manual.
- Control and issue keys for dormitories.
- Make recommendations on fire prevention and fire safety for College property.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be subjected to adverse working conditions or physical conditions including possible injury in apprehension of violators of codes.
- May be required to use protective devices such as steel-toe shoes, handguns, tear gas, and/or slapjack.
- May be required to work irregular hours.

CHIEF OF POLICE

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

Approved: 02/08/95

Revised:

JD136