



Trinity Valley Community College
Job Description
Director of Campus Police and Public Safety

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

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:

Vice President of Student Services

SUPERVISES:

Campus Police Department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High School Diploma or GED

EXPERIENCE REQUIRED:

Five (5) years of experience in a law enforcement position. Knowledge of Texas Penal Code, Code of Criminal Procedures, and Texas motor vehicle code. Knowledge of investigative and interrogative procedures and techniques.

PREFERRED:

Two (2) years of supervisory experience in a law enforcement position and experience as a police officer in a community based police operation or in an institution of higher education.

OTHER LICENSES OR CERTIFICATIONS:

Must have or be eligible for valid Texas Peace Officer License, Intermediate Peace Officer Certification, Texas Driver's License, must be commissioned in the State of Texas, and have minimum education of a high school diploma.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/ Management
- Attention to detail
- Time management
- Ability to Organize
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Provides direction for the safety and security of College personnel, students, and others using College facilities and grounds.
- Serve as the chief of the TVCC Police Department.

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



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- 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.
- Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
- Directs proper investigation and follow up to crimes, felonies, misdemeanors, traffic violations, 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 case reports.
- Develops and updates Emergency Operating Procedures for all TVCC campuses, and implements and coordinates necessary training.
- Develops and updates crisis response plans for all TVCC campuses
- Develops appropriate preventive and security techniques to control crime across all campuses through, crime prevention initiatives, and disseminates information for crime prevention across all campuses.
- Develop and maintain all police department policies and general orders in relation to best practices.
- Serves as Incident Commander to all emergency incidents on or affecting TVCC campuses.
- Responds to any significant emergencies on/near campuses, assesses whether the incident requires activation of the TVCC Emergency Response Team and activates call out procedure if needed.
- Serves as the primary official liaison with local police departments in matters related to jurisdiction and crimes committed by TVCC students in surrounding jurisdictions.
- Establish a permanent seat on multiple committees such as the Behavioral Intervention Team, Drug and Alcohol Abuse Prevention Program, Graduation Committee etc.
- Works closely with the Title IX coordinator to ensure Title IX violations are investigated.
- Develop proactive measures to oversee compliance, safety, and security for campus residence halls.
- Responsible for oversight of all CCTV's across all campus locations.
- Manage, regulate, certify, and track the proper issuance of firearms for campus police.
- Recommend additions and revisions to board policies regarding safety and security.
- Develop, maintain, and enforce parking regulations across all campuses.
- Responsible for the purchase and maintenance, and replacement of all lifesaving equipment across all campuses.
- 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.
- Travel to all campuses to ensure safety protocols are being followed and police officers are present.
- Leads the compilation and publication of Clery Act and other federal laws related to compiling and maintain appropriate databases of campus crime statistics, campus crime policies, and submits the annual report to the department of Education.
- Ensures safety drills are performed on all campuses.
- Oversees the issuance, tracking and return of all keys to TVCC employees, students, and vendors.
- Responsible for maintaining facilities reservations and rentals across all campus locations from TVCC employees and the public.
- Prepare presentations and make public presentations on pertinent subjects related to campus safety.

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- Prepares and executes security and public safety plans for large scale and multiple day events on or off all campuses.
- Conduct annual evaluations of all staff
- Perform duties in a timely manner
- Work with all stakeholders in a professional and collaborative manner
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Seat Belts
- Shoulder Harness
- Safety Equipment
- Fire Extinguisher
- Radio Communication Equipment
- Video Monitoring Equipment
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Computer Work, Medium Work
- Subject to: Finger dexterity, Sedentary Work to Very Heavy Work
- May need: Crawling
- Occasionally need to: Climbing

MENTAL DEMANDS:

- Hazardous Physical Conditions: More than 50% of the time
- Atmospheric Conditions: Less than 25% of the time
- Hazardous Materials: Less than 25% of the time
- Extreme Temperatures: more than 50% of the time
- Inadequate lighting: More than 50% of the time

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- Work Space Restricts Movement: 25-50% of the time
- Intense Noise: Less than 25% of the time
- Environmental: 25-50% of the time
- Emotional control under stress: more than 50% of the time
- Frequent interruptions: more than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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: 7/18/01

Revised: 10/11/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1492
DBM:	D	Travel Required:	More than 50% of the time
IPDEDS/SOC CODE:	11-9161	Employment Status:	Full-Time
BLS SOC #:	255	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 001

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