

CLASSIFICATION SPECIFICATION

Chief of Public Safety

FT/PT Class Code: 7024, 7524 Pay Grade: B/C 18 FLSA: Exempt Rev. 10/04/17

SUMMARY STATEMENT: An incumbent is responsible for planning, managing, coordinating, staffing, developing, training, and executing all campus public safety related activities.

NATURE AND SCOPE:

A class incumbent reports to the Director of Public Safety and is responsible for managing all aspects of campus safety and security.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Develops policy recommendations for campus safety and security and has overall responsibility for the interpretation, implementation and enforcement of state and federal laws and regulations, local ordinances, policies, and regulations regarding public safety. Assures College's safety and security programs and activities are in compliance with applicable laws, rules, regulations, policies, and procedures as well as the College mission, goals, and objectives.
2. Coordinates investigations of crimes and incidents with appropriate law enforcement agencies and/or College/campus administration.
3. Plans, assigns, coordinates, reviews and evaluates the work of subordinate Public Safety Constables, Public Safety Managers, Public Safety Officer I and II's, and Public Safety Dispatchers. Establishes work schedules for the campus public safety force and reviews personnel utilization.
4. Oversees the annual recertification of all subordinate Public Safety Constables as required by the Board of Constables and maintains officer training records.
5. Develops and implements programs to promote building, property, and personal safety and security.
6. Plans and coordinates all aspects of safety and security for College and campus functions.
7. Plans, prepares, and participates in College and campus strategic budgetary planning process.
8. Prepares, administers, and participates in all levels of security and safety-related training for the campus community, including conducting presentations /seminars relative to institutional and personal security and safety.

PRINCIPAL ACCOUNTABILITIES, cont.'d:

9. Prepares a wide range of reports that include analysis and presentation of campus safety and security data and administrative and operational functions. Trains subordinate employees in the use of the electronic report writing system (i.e., Report Exec).
10. Assists in the recruitment, review, and selection of new public safety personnel.
11. Continues to meet the minimum standards established by the Board of Constable Examiners and participates in any training required by the Board or College. Attends internal and/or external training courses, classes, seminars and conferences to further develop law enforcement / public safety skills and knowledge.
12. Fulfills all reporting requirements of the Clery Act and Delaware Sexual Assault Policy for Institutions of Higher Education.
13. Participates in institutional staff meetings and assists campus authorities, committees, and councils requiring assistance ~~help~~ on safety and security issues as needed.
14. Participates as needed in the College's Threat Assessment Process.
15. Directs response to medical and public safety related emergencies.
16. May be required to rotate shifts between campus locations based upon the needs of the College.
17. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the principles, practices, and techniques of law enforcement.
- ◇ Knowledge of safety, security, and crime prevention techniques as they relate to campus public safety.
- ◇ Knowledge of applicable federal/state laws and College rules, regulations, policies, and procedures, including search and seizure arrest laws.
- ◇ Knowledge of investigative methods, techniques, and procedures including the collection and preservation of evidence, crisis intervention and management.
- ◇ Knowledge of the principles of responding to critical incidents and the Incident Command System.
- ◇ Knowledge of the use of investigative and enforcement equipment.
- ◇ Knowledge of public speaking and teaching methods and techniques.
- ◇ Knowledge of computer operations, budgetary operations and management.
- ◇ Ability to obtain and maintain certifications in emergency medical techniques for the First Responder, CPR, and defibrillator use.
- ◇ Ability to communicate diplomatically, effectively, and appropriately in all situations.
- ◇ Ability to compile security data and to prepare a wide range of reports.
- ◇ Ability to conduct informational presentations and educational seminars.
- ◇ Ability to establish and maintain effective working relationships with other state agencies, law enforcement agencies, community organizations, schools, and the public.
- ◇ Ability to assess information and determine a course of action.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field or equivalent combination of education and experience
- ◇ Six (6) years of prior law enforcement experience (State of Delaware is preferred)
- ◇ Three (3) years of supervisory/administrative experience (Administrative experience preferred)
- ◇ Must be available to work flexible hours to support campus safety initiatives
- ◇ Must possess and maintain a valid motor vehicle operator's license as issued by the Division of Motor Vehicles
- ◇ Must possess or be eligible to obtain and maintain State of Delaware Constable certification by the month of June following date of hire
- ◇ Must obtain and maintain certification in CPR/First Aid/AED within six (6) months of hire

Note: Child Care security clearance must be obtained by the final candidate prior to employment.