

CLASSIFICATION SPECIFICATION

Collegewide Director of Public Safety

FT/PT Class Code: 7047, 7547 Pay Grade: B/C 25 FLSA: Exempt Rev. 08/10/18

SUMMARY STATEMENT: Under the direction of the president, an incumbent plans, organizes, directs, coordinates, and evaluates all activities and programs of the collegewide Public Safety Division to preserve the peace, prevent and suppress crime, protect life and property, and enhance public safety services. In addition, the incumbent supervises the chiefs of public safety at the campuses as well as the public safety operations, activities, and procedures at all campus locations.

NATURE AND SCOPE:

A class incumbent reports to the president and is responsible for managing, coordinating, and ensuring the implementation of all aspects of collegewide safety and security.

PRINCIPAL ACCOUNTABILITIES:

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

1. Plans, directs, evaluates, and oversees the staff, activities, policies, and procedures of the collegewide Public Safety Division. Supervises the staff, operations, activities, and resources employed by the division at all campus locations.
2. Continually reviews all policies, procedures, and activities of the division and develops recommendations to maintain a safe learning and working environment at the College.
3. Develops, implements, and administers appropriate training programs for all divisional employees in accordance with public safety standards, applicable state and federal laws, and College policies. Ensures that divisional employees, including but not limited to public safety constables, receive and maintain all certifications, qualifications, and continuing education requirements mandated by law or the College.
4. Evaluates and makes recommendations for the College's response to public safety emergencies and special events. Administers and implements any such recommendations as directed.
5. Assures divisional compliance with public safety and College policies, procedures, goals and priorities through effective leadership, supervision, and communication to divisional personnel. Works with Legal Affairs to ensure that the College's public safety initiatives comply with applicable laws, rules, and ordinances.
6. Formulates and prescribes work methods, procedures, and protocols for divisional personnel.
7. Reviews, evaluates and administers the assignment of divisional personnel to ensure that adequate and appropriate levels of public safety staffing are maintained at all times.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Furnishes technical advice on all aspects of public safety and security. Develops and implements public safety recommendations to maintain a safe learning and working environment that supports student success at the College.
9. Supervises and evaluates the use, maintenance, and applicability of divisional equipment.
10. Instructs, disciplines and evaluates divisional employees.
11. Assists in recruiting, selection, and promotion of division personnel and facilitates background investigations as needed.
12. Prepares campus and collegewide budget requests for presentation to Ad Hoc President's Council and final approval by the president. Authorizes purchase requisitions of supplies and equipment for the division within established limits.
13. Serves as liaison to local law enforcement and emergency services agencies to maintain effective working relationships between the College and public safety authorities at all campus locations.
14. Ensures that records pertaining to all activities of the division are prepared and maintained in a timely and accurate fashion according to public safety standards, legal requirements, and College directives. Facilitates and fulfills all reporting mandates of the Clery Act and other federal or state requirements pertaining to public safety and security.
15. Carries out the duties of a public safety constable in accordance with Delaware law and College directives.
16. Oversees the implementation of an effective public relations program to provide the College community with information pertaining to public safety initiatives, policies, and procedures.
17. Continues to meet the minimum standards established by the Delaware Board of Examiners of Constables and participates in any Board required training as needed. Attends internal and/or external training courses, classes, seminars and conferences to further develop protective services skills and knowledge.
18. Serves as chair of the Collegewide Public Safety Committee. Oversees the division's participation in college-wide planning and assessment. Participates in institutional staff meetings and provides campus authorities, committees, and councils with leadership pertaining to safety and security issues.
19. Analyzes public safety data and law enforcement reports to identify and develop proactive strategies to enhance public safety and crime prevention programs on a collegewide basis. Communicates with the vice president and campus director in the event of a public safety emergency, or to address needs and identify strategies to enhance public safety at the campus level.
20. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the principles, practices, and techniques of law enforcement and public safety and security.
- ◇ Knowledge of safety, security, and crime prevention techniques in a multi-campus community college setting.
- ◇ Knowledge of applicable federal/state laws and College rules, regulations, policies, procedures and other standards pertaining to public safety and security.
- ◇ Knowledge of investigative methods, techniques, and procedures including the collection and preservation of evidence and crisis intervention and management.
- ◇ Knowledge of the use, maintenance, and deployment of public safety equipment and technology.
- ◇ Knowledge of public speaking and teaching methods and techniques.
- ◇ Knowledge of computer operations, budgetary operations and management concepts pertaining to public safety and security.
- ◇ Ability to obtain and maintain constable certification as well as 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 and maintain records and to prepare a wide range of reports.
- ◇ Ability to conduct informational presentations and educational seminars.
- ◇ Ability to establish and maintain effective working relationships within the College and with other state agencies, law enforcement agencies, community organizations, schools, and the public.
- ◇ Ability to assess information, apply appropriate decision-making skills, and determine a course of action.
- ◇ Ability to develop written policies and procedures as well as short and long-term plans and goals to support efficient and effective public safety operations.
- ◇ Ability to provide collegewide leadership on public safety matters in the diverse academic, socioeconomic, cultural and ethnic environment of a multi-campus community college.
- ◇ Ability to work flexible hours and across campus locations as needed to support campus safety initiatives.
- ◇ Must possess excellent interpersonal and communication skills.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field (Master's preferred) or equivalent combination of education and experience.
- ◇ Ten (10) years of prior experience as a law enforcement officer with a police agency (State of Delaware is preferred).
- ◇ Five (5) years of progressive supervisory and management experience in a law enforcement setting.
- ◇ 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/or 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.