

JOB DESCRIPTION

CHIEF OF POLICE

Primary Purpose

This position serves as the administrative head of the Campus Police Department. Responsibilities include managing the daily functions of the department, supervising the campus police officers, security officers, evaluating and reacting to situations involving the safety and security of the College community.

Essential Job Functions

1. Supervise and manage the functions and personnel of the Campus Police and Security Department.
2. Ensure increased efficiency and effectiveness of the department by developing procedures, methods, policies and training.
3. Provide foot and vehicular patrol of the campus.
4. Respond to and investigate all incidents on campus including but not limited to motor vehicle accidents or criminal or college violations.
5. Conduct complex misdemeanor and or felony investigations including but not limited to interviewing victims, suspects and offenders, preparing photo lineups, collecting evidence and preparing case files.
6. Provide security to college community, as requested, including but not limited to escorting personnel to vehicles late at night or acting as a witness at meetings involving potentially irate personnel or students.
7. Appear in court and testify as required.
8. Coordinate appropriate training for departmental personnel to ensure currency in field and meet or exceed standards established by the Alabama Peace Officers Standards and Training Commission and the Alabama Community College System.
9. Coordinates storage of criminal evidence and destruction of evidence upon completion of criminal cases.
10. Keep administration updated on situations and developments involving the safety and security of college locations.
11. Carry out research on law enforcement trends and how they affect the campus community.
12. Responsible for coordination of documentation and accounting of all activities of the department.
13. Coordinates the submission of all criminal reports to the Alabama Criminal Justice Information System as required by state law.
14. Act as liaison between college and outside agencies involving matters of safety and security.
15. Coordinate the presentation of annual Emergency Operation Plan training for all employees.
16. Coordinate new student and new employee Emergency Operation Plan training.
17. Coordinate drills and exercises, to include evacuation and lock down drills in every building during every twenty-four-month cycle.
18. Directs the planning, organization and execution of all emergency management activities to assure that its activities are coordinated with county, state and national programs.

19. Maintains and updates hazard mitigation, emergency response and recovery plans for all campuses.
20. Coordinates training with emergency response partners to ensure proper unified response during critical events.
21. Provide training to faculty and staff concerning indicators of potential problematic behaviors so that positive behavioral interventions can allow the at risk individual to thrive.
22. Publish an Annual Security Report by October 1 of each year and distribute to all students and college staff annually.
23. Submit Clery Act documentation to System Office by July 1 annually.
24. Maintain a Daily Crime Log as required by the Clery Act.
25. Provide training as requested to the campus community related to domestic violence, dating violence, sexual assault, drug abuse and alcohol abuse prevention.
26. Coordinate Behavioral Intervention Team activities and conduct threat assessments on all student and employee disciplinary actions and persons identified as potential threats.

Marginal Job Functions

1. Serve on college and community committees as assigned.
2. Coordinate training for college personnel on matters of safety and security.
3. Assist in development of plans and procedures for campus security, emergency response, and other related matters.
4. Appear in court and testify as required.

Required Knowledge, Skills, and Abilities

1. Thorough knowledge of law enforcement methods, security methods, and traffic control procedures.
2. Ability to follow written and oral instructions.
3. Effective communication skills, both written and oral.
4. Ability to develop and maintain effective relationships with faculty, staff, students, and the general public.
5. Ability to effectively supervise personnel.
6. Ability to exercise independent judgment and initiative.
7. Ability to develop lesson plans and deliver training to campus police, security, faculty, and staff as needed.
8. Ability to conduct and supervise detailed criminal investigations.
9. Ability to develop and maintain departmental policies and procedures.

Qualification Standards

Education: Associates Degree in Criminal Justice or related field required, Bachelor's Degree preferred.

Experience: Minimum of ten years employment experience as a police officer. required,
Minimum of three years as a law enforcement supervisor.
Experience as a criminal investigator required.
Experience as a law enforcement trainer required.

Experience as a firearms instructor, use of force instructor and field training officer preferred.

License / Certifications: APOST minimum Standards Certificate or ability to achieve a lateral transfer from APOST required.
Valid Alabama driver's license required.
Must be insurable by the College's insurance carrier

Preemployment Background check: Prior to an offer of employment, the candidate must pass the following background requirements:

ACJICS Fingerprint based criminal history.

Drivers' history review.

Review of disciplinary records from prior law enforcement agencies.

Review of disciplinary records from secondary and post-secondary schools.

Residential and prior residential review.

Credit history review.

Reference review.

Polygraph.

Psychological evaluation.

Drug Test.