Title: Chief of Police
Department: Department of Public Safety
Reports to: Vice President for Finance and Administrative Services
Pay Grade: Administrative - E
Salary Range: $80,000.00 - $140,000.00
FLSA Status: Exempt
Location: Pecan Plaza

General Statement of Job
The Chief of Police is responsible for providing leadership, development, coordination, and direction for all aspects of campus safety, maintaining a safe learning environment for students, faculty, staff, and visitors at South Texas College. Responsible for the oversight and daily operations of the Department of Public Safety, including campus police, safety and security services, and transportation services. Responsible for timely and accurate reporting and overall compliance with local, state, and federal regulations including the Texas Commission on Law Enforcement (TCOLE) requirements.

Specific Duties and Responsibilities

Essential Functions:
1. Directs and coordinates safety and protection of the College district through programs for traffic control; patrolling of property; enforcement of federal and state statutes, local ordinances, and College policies and procedures; assists in the investigation of traffic accidents, injuries and medical incidents, and criminal acts.
2. Provides overall direction and oversight of all aspects of emergency preparedness and training, including but not limited to emergency response training, emergency reference guides, evacuation guidelines and maps, the building responder program, and the installation and maintenance of automated external defibrillators (AED's) and evacuation chairs; leads security and safety efforts during emergency situations; coordinates emergency services provided by external agencies; responsible for compliance with federal and state preparedness requirements.
3. Provides overall direction and oversight of all aspects of parking, traffic, and transportation, including but not limited to the development, maintenance and enforcement of parking rules and regulations, the parking permit and citation issuance program, the development and maintenance of college building and parking maps for all campuses, and the Park and Ride and Yellow Line shuttle buses.
4. Provides overall direction and oversight of all aspects of dispatch operations and the surveillance camera program.
5. Responsible for the development, administration, coordination, and implementation of departmental procedures, programs, functions, and activities; assures that all programs, functions, and activities comply with federal, state, and local codes, rules, regulations, ordinances, and College policies and procedures.
6. Identifies, develops, implements and presents safety and crime prevention programs, training and education for faculty, staff, and students.
7. Responsible for the department's overall conformance with the Texas Commission on Law Enforcement (TCOLE) requirements; oversees mandated and professional training for police and dispatch personnel.
8. Recommends and administers annual operating budget and multi-year operational strategy, including but not limited to staffing, equipment, professional development, grant opportunities, and systems; oversees and coordinates the preparation of operational reports and analyses, identifying trends and making recommendations or conclusions, including budget, staffing, long or short-term goals and strategies for the department.
9. Manages, coordinates, develops and implements policies, procedures, training, and programs for compliance with applicable federal security requirements, including the Clery Act and the Campus Crime Statistics Act. Compliance requirements include but are not limited to
timely and accurate collection of campus crime statistics, timely submission of annual reports, surveys, the preparation of the Annual Security Report, and training of Campus Security Authorities (CSAs).

10. Develops and executes safety and security plans for critical campus events (e.g. commencement, mandated evacuation drills, crisis management).

11. Implements the College’s All Hazards Emergency Management Plan including emergency evacuation plans, securing perimeters, and other emergency services.

12. Provides appropriate direction and coordination of investigations that may involve other law enforcement and criminal justice agencies; reviews and approves a variety of police officer reports; determines the necessity of potential follow-up investigations; distributes documents and reports to appropriate departments and agencies.

13. Coordinates and leads all mandatory training for members of Incident Management Team and key College personnel in regards to emergency and disaster response, and related training or drills.

14. Provides anonymous reporting mechanisms for students and employees.

15. Develops and maintains liaison with federal, state, county and local authorities concerning safety, security, or law enforcement issues on campus.

16. Maintains compliance with federal and state laws and assists in compliance audits.

17. Responsible for oversight of the College mass notification system; responsible for crafting and distributing emergency notifications and timely warnings related to public safety issues that may impact students, faculty, and staff. Coordinates notifications as necessary or required with Public Relations and Marketing department.

18. Assures that the enforcement function is performed in a safe and professional manner and in accordance with current federal, state, and local codes, laws, and regulations.

19. Provides leadership, guidance, and direction to the Department of Public Safety to promote a safe and secure campus community; works collaboratively with administrators, staff, faculty, and students across campus to ensure the delivery of law enforcement services.

20. Assists with crime prevention, public education, and acts in collaboration with other community organizations.

21. Responsible for maintaining accountability and sound fiscal management.

22. Provides input on revisions/updates of pertinent existing policies and formulation of new policies.

23. Oversees the Institutional Effectiveness Plan for the department.

24. Travels throughout the college district, as needed.

25. Participates in and may serve as chairperson for a variety of committees, task forces, and meetings, including but not limited to the College’s Behavioral Intervention, Crisis Management, and Incident Command teams, in order to receive and/or convey information; represents the College in the local community and at city, county, regional, state, and national levels.

26. Maintains knowledge of applicable federal, state, and local laws as well as College policies, procedures, and standards.

27. Recommends for hire, supervises, trains, mentors, and evaluates the Administrative Assistant, coordinators, managers, and the Police Lieutenant; oversees the Department of Public Safety department staff.

28. May serve as a Deputy Title IX Coordinator or assign a designee approved by the Title IX Coordinator.

29. Assists in investigations, as necessary.

30. Serves as Campus Security Authority.

31. Performs other duties as assigned.

Required Education and Experience

1. Bachelor’s degree in Criminal Justice, Business Management or related field required.
2. At least ten (10) years of varied experience and progressive responsibility as a commissioned police officer with a recognized police department or law enforcement agency, including at least five (5) years in an administrative, management, or supervisory position.
3. Experience leading a public safety or police department in a college or university setting, preferred.

Required Knowledge, Skills and Abilities
1. Knowledge of Texas criminal statutes, criminal justice, law enforcement, and higher education protocols/procedures.
2. Knowledge of TCOLE rules and operating procedures.
3. Knowledge of law enforcement policies and procedures, crime prevention, investigations, public safety training, and life safety programs and operations.
4. Excellent oral, written, presentation, problem solving, and interpersonal communication skills.
5. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
6. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
7. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
8. Ability to analyze situations quickly and objectively and to determine proper course of action.
9. Team player with the ability to collaborate with all college departments, leadership, other support services, and the local community.
10. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
11. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation or College-owned vehicles.
12. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
13. Demonstrated commitment to achieving the vision and mission of South Texas College.
14. Ability to manage critical incidents successfully.
15. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
16. Ability to analyze various alternatives based on standards or approaches defined by the College and/or the appropriate laws of safety and security for the welfare of students, employees, and the public.
17. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
18. Ability to write reports, business correspondence, and procedure manuals.
19. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Board of Trustees.
20. Ability to prepare instructionally related programs, facilities, financial, descriptive, and analytical reports.
21. Ability to define problems, collect data, establish facts, and draw valid conclusions.
22. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
23. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

Checks, Certificates, Licenses, and Registrations
1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver’s license, proof of liability insurance, and be insurable under South Texas College’s insurance policy for driving.
4. Must maintain authorization to drive College-owned vehicles.
5. Must complete or have completed TCOLE New Chief’s Education Course 3780 and Chief’s Continuing Education Course 3740 each training unit.
6. All finalists for interviews are required to successfully pass a polygraph examination.

Physical Requirements
1. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Ability to perceive the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to respond, oversee and physically assist in all emergency evacuations.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately, concisely, loudly, or quickly.
7. Ability to shout in order to be heard above ambient noise level.
8. Sitting and standing particularly for sustained periods of time.
9. Ability to perform substantial movements (motions) of the wrist, hands and/or fingers.
10. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
11. Visual acuity to operate motor vehicles and/or heavy equipment.
12. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application online at https://apptrkr.com/1959282

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.