



Classification Description

Job Title: Chief of Police

**Pay Grade: Administrator
Schedule**

Job Code: 3822

FLSA Status: Exempt

Job Purpose

This is professional, highly responsible work in providing leadership, direction and supervision to the College's Public Safety operations. Responsibilities include performing basic law enforcement functions, while managing the activities of sworn law enforcement officers and other employees to ensure a safe and secure environment for students, staff and visitors on all Florida Southwestern State College campuses. As Chief of Police, this position serves in the administrative leadership role of Director of Public Safety. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Plans, organizes, directs, and participates in the programs and activities of the campus police unit to insure a safe campus environment 24 hours a day, 7 days a week for all locations College wide.

Develops, implements and ensures enforcement of state statutes, ordinances, College regulations, policies and procedures for College public safety operations.

Maintains knowledge and familiarity with Federal and State laws applicable to campus public safety including, but not limited to, FERPA, the Clery Act, and Title IX laws and regulations. Remains knowledgeable of International Association of Campus Law Enforcement Administrators (IACLEA) standards for higher education and ensuring relevant standards are met and maintained.

Supervises employees who perform basic law enforcement functions which may include arrest and transport activities, control of traffic flow, issuing of parking and traffic citations, escort duties, and emergency medical care (first aid) to sick and injured persons.

Serves as the primary liaison for the College with local law enforcement and emergency response agencies.

Serves as College spokesman, in collaboration with FSW's Public Information Officer, to develop timely and informed messages during situations requiring crisis management, such as., natural disaster, i.e., hurricanes, an active shooter situation, etc.

CHIEF OF POLICE

Works with campus law enforcement and other College or outsourced personnel to appraise emergency situations and make decisions regarding needed actions; ensures appropriate responses to public safety and medical incidents College-wide; manages criminal and civil incident documentation according to College policy and federal or state requirements.

Oversees the activities of College, outsourced and local agency emergency personnel during emergency situations; ensures all required documentation is completed in a timely and accurate manner.

Oversees FSW key inventory control.

Collaborates with IT and Facilities staff to develop and recommend access controls to campus facilities, placement of video surveillance and appropriate monitoring stations and campus signage and safety devices in parking lots and roads.

Has and continually maintains knowledge of best practices in higher education law enforcement, emergency response, and risk management; keeps a focus on personal growth and development for themselves as well as their team; maintains a service-oriented approach to working with colleagues, students, faculty, and staff, and other community stakeholders.

Collaborates with appropriate College administrators to meet with individuals who violate College safety or security policies and procedures; advises administrators on appropriate actions and responses to public safety violations.

Provides guidance to direct reports regarding the scheduling of staff to ensure proper public safety presence for daily operations and special events.

Serves as a co-chairperson of FSW's Behavioral Intervention and Recommendation Team (BIRT).

Investigates criminal and civil incidents and coordinates response with appropriate law enforcement agencies; ensures all required incident reporting and documentation is completed in a timely and accurate manner.

Attends campus and other community organization meetings on campus as well as off campus to explain and promote the activities and functions of the department and to establish favorable public relations.

Disseminates updated information to affected students, faculty, staff and visitors and invitees.

Plans and conducts training as needed on a variety of public safety topics.

Develops, implements, and monitors campus emergency action plans, including special events that occur on campus in collaboration with other departments

Advises College leadership and makes recommendations on courses of action pertaining to the various types of emergency that may occur on campus.

CHIEF OF POLICE

Develops, maintains and ensures College emergency notifications systems are properly tested and communicated to faculty, staff and students.

Directs and participates in the preparation of the annual departmental budget and in the control and expenditure of appropriations.

Develops and maintains record management system for the Public Safety Department; provides reports as required by Federal, State, local agencies and College administration.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Must meet the requirements established in Florida Statutes Chapter 943.13 officers' minimum qualifications for employment or appointment.

Bachelor's degree in criminal justice, emergency management or related field from a regionally accredited institution of higher education.

Six (6) years experience in police/law enforcement administration and/or public safety management with at least two (2) years experience serving as a Lieutenant or Captain role.

Ability to work various shifts including day, afternoon and evening hours as the College dictates. Additionally, may be designated as "Essential Personnel" in times of emergency.

Personal and educational philosophy compatible with the mission, goals and objectives of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

CHIEF OF POLICE

- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.
Approved:	June 5, 2009. Revised: February 1, 2011, July 1, 2014. August 15, 2017, March 19, 2018, February 15, 2019.