

## **Chatham University**

### **Job Description**

**Title:** Chief of Police

**Position reports to:** Director of Facilities Management and Public Safety

**Position Summary:** Ensure the effective administration of University security, accident prevention, parking and traffic control, transportation, fire prevention, all criminal and non-criminal campus police matters, oversee the University shuttle program, and maintain full operation of the University motor pool.

#### **Qualifications:**

1. A Bachelor's degree or an equivalent combination of education, training and experience.
2. Strong administrative skills.
3. Qualification under Pennsylvania Department of Labor and Industry Act 44.
4. Knowledge of state and federal laws pertaining to crime, safety and fire.
5. Certification in emergency first aid, CPR, and first responder.
6. Pennsylvania driver's license.
7. Five years of supervisory experience in public safety and/or security environment.
8. Familiar with all emergency preparedness policies and procedures.
9. Familiar with all criminal reporting requirements to federal and state agencies and departments.
10. Computer literate and knowledge of Visual Alert and J-Net programs.

#### **Preference Qualifications:**

1. Certification under Pennsylvania Act 120

#### **Duties and Responsibilities:**

1. Organizes, directs, and evaluates all departmental activities, including the development of University and departmental policies, budgets, planning, research, maintains adequate records of criminal incidents, as well as all safety and fire prevention programs.

2. Conducts follow-up investigation of all incidents and recommends corrective action.
3. Develops in-service training programs for University and security personnel.
4. Maintains formal and informal communication with city police and fire officials.
5. Performs all outside reporting related to public safety (for example, Cleary Act reporting).
6. Maintains and updates department policy and procedures manual and the campus-wide safety manual.
7. Plans educational programs for faculty, staff and students in the areas of crime, accidents and fire prevention.
8. Organizes and oversees the University safety program and conducts monthly meetings with the safety committee and maintains all required minutes and reports.
9. Plans, develops, recommends and implements policies, procedures and programs relating to safety practices applicable to all employees, students and visitors as required by state and federal laws.
10. Selects and recruits personnel for the safety/security department as well as for the University shuttle department including campus police officers, clerical and support staff, shuttle drivers, safety committee members and conducts required background investigations as required for all new hires. Additionally conducts personnel evaluations and review of personnel utilization.
11. Administers Local 249 collective bargaining agreement.
12. Develops and maintains knowledge of city and state criminal law, safety codes and compliance, and University policies and procedures.
13. Coordinates the University parking program to include issuing parking permits, issuing of tickets/citations to parking and traffic violators and the planning of necessary traffic control for scheduled and unscheduled University events.
14. Works with Student Affairs to address student issues; to include orientation of resident assistants, orientation leaders and students, conducts orientation for parents of incoming students, conducts student hall meetings, conducts investigation of all student complaints and concerns, provides safety and crime prevention training, and investigate possible violation of University policies.
15. Creates necessary scheduling of all campus police officers and shuttle drivers to maximize service and protection of the entire campus community.
16. Maintains the University motor pool to include overseeing of all University vehicles for needed service and registration as required to maximize fleet utilization.

17. Maintains professional development and insures professional demeanor of all officers and drivers.
18. Willingness to handle all other duties as assigned.

**Physical Requirements:**

Medium work, 50 pounds lifting, frequent lifting/carrying of 25 pounds, unrestricted walking/standing

Sit: 40%  
Stand: 25%  
Walk: 35%  
Stoop/bend/kneel/squat: 10%  
Push/pull: 5%  
Reach above shoulders: 5%  
Write: 10%  
Fine hand manipulation: 25%  
Hear: continuous  
Speak: Continuous  
See: Continuous  
Telephone use: 30%  
Computer use: 25%  
Balance: Continuous

6/20/2012