

Job Description

Position Title: Chief of Police

Job Group: Campus Police

Job Level Group: Executive Director/Dean

FLSA Status: Exempt

Position Summary:

The Chief of Police has oversight over the law enforcement and crime prevention activities of the College's Police Department, to include developing, planning and implementing policies and procedures designed to provide a safe and secure environment at all College sites. This position is also responsible for maintaining the law enforcement accreditation standards as well as the Clery Act and Title IX compliance requirements.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Foster high quality service by working collaboratively with campus leadership to ensure a safe and welcoming environment for students, employees, and community members
2. Maintain Clery Act and Title IX compliance requirements
3. Maintain law enforcement accreditation requirements
4. Formulate, implement, and establish departmental programs and procedures to effectively enforce all federal, state and local laws
5. Direct, manage, supervise and train police department staff in accordance with AZPOST regulations
6. Coordinate and direct uniform patrol, investigations, violator apprehension and court presentations, as well as, crime prevention and suppression
7. Facilitate and oversee campus event crowd control
8. Administer, supervise and maintain security of Records Unit and Evidence Control
9. Administer the Parking and Transportation program for the campus
10. Oversees the Police Department's participation in campus violence prevention and alcohol and drug prevention programs
11. Contribution to a behavioral assessment team to establish criteria for threat mitigation
12. Maintain close liaison with federal, state and local public safety agencies of Pima County area including interacting with the general public and facilitating positive community relations
13. Responsible for initiating agreements and understandings between the public safety department and local agencies within the scope of the public safety program

14. Prepare, administer and monitor department budget allocations for the law enforcement and the parking and transportation programs
15. Maintain and submit reports and records as required by state and federal agencies, as well as, the Chancellor's Office and the campus
16. The incumbent serves on the campus Emergency Response Team and must fulfill duties as the Operations Coordinator/Incident Commander for the Emergency Operations Center on a 7-day a week/24-hour basis
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of law enforcement principles and practices
3. Knowledge of public safety and security procedures
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive and flexible customer service
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to develop and maintain effective and positive working relationships
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's Degree in a related field and
- Two years of related leadership/management experience in law enforcement and
- Arizona law enforcement certification and (ACJIS) Terminal Operator Certificate or ability to be certified in the state of Arizona within six (6) months of start date
- Five (5) to Eight (8) years of related law enforcement experience Required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate (up to 100 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Evening and weekend work hours
- Pre-employment Background Check
- Valid AZ Driver's License