



Job Description

Job Title: Director of Department of Public Safety		Division/Department: Public Safety, # 170
Reports to: Chief Operating Officer		Position Number: # 137
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

POSITION SUMMARY:

While serving as the Chief of Police for MACU's Campus Police Department, this position ensures the proper compliance with various federal laws pertaining to the safety and security of the university, provides supervisory direction and leadership to all employees within the department of public safety to operate through a community policing approach, oversees the presentation of educational programming for the MACU community pertaining to personal safety and the resistance of alcohol and drugs, and serves as the University's Emergency Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure successful relationship between the department and students, faculty and staff.
- Plan and direct the department's short and long term goals, objectives, and strategies in relationship to the University Mission.
- Direct and coordinate safety and protection of the University through traffic control, patrolling of physical property, enforcement of Federal and State statutes and University regulations, investigating traffic accidents, injuries, and criminal acts.
- Review, interpret, and present new or changes in regulations affecting the University and the protection of public safety.
- Plan and schedule work of departmental employees ensuring proper distribution of assignments and adequate staffing, space, and facilities for subsequent performance of duties.
- Prepare operational reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions.
- Maintain effective liaison with local outside law enforcement agencies (i.e. Oklahoma City Police Department, Cleveland County Sheriff's Office, etc.)
- Ensure current information and techniques are provided to departmental employees.
- Direct various personnel functions including, but not limited to, hiring, salary recommendations, promotions, and transfers.
- Create, present, and maintain departmental budget to reflect the values and mission of the department and University.
- Coordinate, develop and implement policies, procedures, and programs to ensure compliance with applicable Federal security requirements, specifically the Clery Act. This compliance requirement includes but is not limited to, timely submission of the annual on-line Web-based survey and crime statistics, preparation of the Annual Security and Fire Safety Report, and serving on the University Compliance Committee.
- Ensure compliance with educational programming requirements for drug and alcohol safety.
- Coordinate and direct the planning, organization, control, and implementation of campus emergency management activities, including the effective use of alert technologies and successful completion of campus drills.
- Maintain successful collaborative relationship with Student Life and Maintenance Departments.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Oversee the supervision of full and part-time employees in the department. Carry out supervisory responsibilities in accordance with the University's policies and expectations. Responsibilities include interviewing and training employees, planning, assigning, and directing duties, appraising work performance, addressing complaints, and resolving problems.

EDUCATION:

- Bachelor's Degree from an accredited university preferred



EXPERIENCE:

A minimum of five years of responsible management experience in law enforcement. Must possess or be able to possess and maintain an Oklahoma Basic Peace Officer Certification with the Oklahoma Council on Law Enforcement Education and Training. A strong knowledge of higher education practices is recommended.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Intermittent sitting for several hours per day. Hearing and speaking demands. Able to lift, pull, grasp, bend, lift 100 lbs. Ability to drive to off-site locations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.