



## Job Classification Description

**DIRECTOR OF PUBLIC SAFETY  
VSC - UP SUP Bargaining Unit**

**Grade 12  
EXEMPT**

### **BASIC FUNCTION**

To direct, manage and administer the College security, safety, and crime prevention operations.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, supervise, coordinate, monitor, and evaluate the specific functions and services of the Public Safety Department, including operating policies, procedures and methods. Assist in developing and modifying services and procedures to meet institutional and community needs.
- Exercise full supervisory authority over Public Safety patrol and clerical staff, and a large student patrol and switchboard workforce. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and check work, assist with unusual or difficult situations, resolve problems, and the like. Plan staffing needs and work schedules.
- Assist in planning and requesting the department budget. Administer department and plan expenditures. Advise and recommend related capital expenditures.
- Carry out a variety of planning activities related to campus safety and security operations, such as developing contingency plans for handling emergency situations, planning security coverage for special events.
- Carry out a full range of security/safety operations and duties. Monitor operations assigned to security staff. Deal effectively with college students, faculty, administrators, and staff on a variety of problems that arise on a daily basis. Oversee and carry out appropriate follow-up procedures and investigations of all reported incidents.
- Investigate violations of College, Municipal, and State rules and regulations. Assist outside agencies and authorities with investigations when appropriate.
- Conduct fire and safety inspections of all facilities, ensuring compliance with applicable codes and regulations.
- Manage and coordinate central College communication systems, including paging systems, radio system and after hours switchboard.
- Work closely with the Dean of Students and a wide range of College personnel and students, as well as local law enforcement and rescue/hospital personnel and other community members, to plan, coordinate and evaluate services/activities, coordinate the handling of emergencies and various safety/security problems, exchange information, and the like.
- Confer regularly with representatives of the College's Criminal Justice faculty.
- Plan and administer appropriate departmental records.
- Prepare various administrative/operations reports. Prepare required annual Federal campus crime reports.
- Work occasional evening, night and weekend shifts.

- Keep abreast of new developments/changes in fire and safety codes and standards, liability issues, and other matters relevant to department functions.

### **SUPERVISION RECEIVED**

Direction is received from the Dean of Students.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of four to seven staff members, as well as a large number of Public Safety patrol officers and night switchboard operators.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in criminal justice or an Associates degree plus two to four years of relevant training and experience in law enforcement/security services, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to college security, safety, law enforcement, and investigation. Ability to effectively investigate accidents, violations of College policies/rules/regulations and emergency situations.
- Broad base of administrative, supervisory, and communication skills.
- General knowledge of fire prevention and fighting methods and techniques.
- First aid training required. EMT training preferred.
- Familiarity with relevant criminal and civil laws.
- Willingness to submit to a police background check with a finding of no felony convictions.
- Ability to respond quickly to emergency situations at all locations on campus.
- Training or experience in handling intoxicated individuals.
- Ability to deal with a broad range of individuals/groups, including: students, College employees, townspeople, town officials and law enforcement officials within and outside of the College, often under stressful, dangerous and/or emergency conditions, and often in the role of mediator/counselor as well as law enforcer.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**