



Chief of Police Public Safety

PS/1

JOB SUMMARY

The position is responsible for managing and directing the public safety operations for Darton State College.

MAJOR DUTIES

- Formulates and implements department policies and procedures.
- Oversees the scheduling of officers to maintain campus safety; assigns personnel for special events, details and other special assignments.
- Coordinates with local, state and federal law enforcement agencies and with the District Attorney for assistance and prosecution of criminal cases.
- Reviews cases generated by the department and coordinates officer court appearances.
- Oversees Georgic Crime Information Center system operations.
- Oversees departmental compliance with the Clery Act.
- Develops, conducts and oversees training and educational programs for on- and off-campus groups.
- Develops, plans and conducts a training and employee development program for department personnel.
- Assigns, directs, supervises, evaluates and disciplines department personnel.
- Manages the preventive maintenance of all department vehicles and equipment.
- Conducts security surveys of campus and makes recommendations related to security improvements.
- Reviews video surveillance to help solve crimes.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern law enforcement principles and practices.
- Knowledge of community policing principles.
- Knowledge of emergency preparedness, response and recovery principles.
- Knowledge of public safety principles as related to college campuses.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Fiscal Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, City of Albany ordinances, department standard operating procedures, the Board of Regents Policy Manual, Georgia Crime Information Center guidelines,

Department of Justice guidelines, Georgia Police Officer Standards and Training Council regulations, and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, law enforcement, and emergency response duties. The necessity of responding to a variety of circumstances combined with strict state and federal guidelines contributes to the complexity of the position.
- The purpose of this position is to direct the college's public safety operations. Success in this position contributes to the safety of the campus community and to the enforcement of federal and state laws as well as college rules and regulations.

CONTACTS

- Contacts are typically with co-workers, subordinates, other college employees, students, parents, members of the news media, elected and appointed officials, representatives of other law enforcement agencies, representatives of other emergency response agencies, victims, witnesses, suspects, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, driving, stooping, walking, bending or crouching. The employee occasionally lifts light objects.
- The work is typically performed in buildings and outdoors, occasionally in cold or inclement weather. The employee may be exposed to hazardous or dangerous situations. Work requires the use of protective devices such as masks, goggles, gloves, etc. as well as other specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Police Sergeant (2), Police Officer (8), and Administrative Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.