



Connecticut State
Colleges & Universities

**Connecticut State Community College
Job Description
Chief of Police/Director of Public Safety**

Classification:
Manager 3

Approved: 5/9/22
FLSA: Exempt

Job Summary:

Manage multiple campuses of police and public safety protection to provide for the safety and quality of campus life for students, faculty, staff and visitors to CT State.

Supervision Exercised:

This position directs a group of supervisory staff, usually headed by a Police Lieutenant or by Police Sergeants who supervise the work of Campus Police Officers and Buildings and Grounds Patrol Officers. This position also directs administrative staff including dispatchers and also directs the work of contracted security vendors. Police Officers are commissioned officers with the powers of arrest.

Examples of Duties:

The Director position reports to the CT State Vice President of Administration and is responsible for supervising administering programs pertaining to the sworn policing, public safety and security of students, staff, and property of the CT State Community College and its 12 campuses. The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Establishes policies and procedures to keep pace with changing legislation and Police Officer Standards and Training mandates.
- Oversees mandated professional standards for sworn law enforcement officers.
- Oversees the selection, development, supervision, evaluation, and training of the Community College Sworn Police staff and other safety and security personnel.
- Preserves the rights of all CT State Community College constituents.
- Works with appropriate individual campus committees on the development and implementation of crime prevention and response strategies.
- Coordinates campus traffic and parking policies and regulations.
- Oversees CT State Community College environmental health and safety issues and coordinating with appropriate CSCC administrative staff in this area.
- Oversees and coordinates, as appropriate, the enforcement of CT General Statutes related to law enforcement.
- Coordinates with the Student Affairs regarding community college policies and regulations related to student matters.
- Coordinates the following CT State Community Colleges services regarding lost and found property; parking plan and parking permit programs; mutual aid and emergency assistance with local first responders and Department of the Emergency Services and Protection; emergency medical services with local EMS responders; Uniform Campus Crime and Fire Safety Reports (Clery Report).
- Develops and coordinates programs to protect against theft and/or loss of CT State Community College property.
- Coordinates the reporting of all property losses to appropriate officials.
- Develops and maintains crisis management programs, emergency response procedures and crisis management operations.

- Compiles, interprets, and distributes statistical and other data related to campus police and public safety services and activities.
- Assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.
- Works with the Human Resources Department to ensure the CT State Community College Workplace Violence Policy is adhered to.
- Responsible for working with and overseeing contracted security services.

Qualifications:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.)

Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Bachelor's degree required, Master's degree and FBI Academy training preferred, in Criminal Justice or related field; Currently certified or certifiable as a police officer in the State of Connecticut.
- A minimum of ten (10) years of progressively more responsible experience in law enforcement (preferably campus law enforcement) with a minimum of six (6) years of successful experience as a supervisory and/or administrative officer holding the rank of lieutenant or above.
- Knowledge of public safety budgeting for personnel, equipment, and programming.
- Superior community relations, communications, supervisory, and technical expertise.
- The Chief of Police/Director of Public Safety is a commissioned police officers and must meet all standards established by the Connecticut Police Officer Standards and Training (POST) Council.
- Must have the ability to work all shifts weekends when necessary and to respond to and take command of emergency situations when appropriate.
- Must be familiar with laws affecting public safety on a college campus and their application to protecting life and property, while preserving individual constitutional rights.
- The ability to qualify in the use of a department issued firearms required.

Incumbents in this position must possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity to perform the duties of this position.

Work Environment:

Incumbents may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions and/or confinement within a vehicle for a prolonged period.