



Chief of Police, Department of Public Safety President's Office

REPORTS TO: Chief of Staff
EEO: Professional

E CLASS: FT 12 Month
FLSA: Exempt

PURPOSE: Serve as the main contact for the College and its campus communities relating to public safety and law enforcement in accordance with College policies and federal, state, and local laws, statutes, and regulations. Specifically, serve as the Chief of Police and oversee all College police operations, compliance, reporting, and emergency response. The Chief of Police is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting, and budgeting for all aspects of the department of public safety. This position primarily focuses on directing, coaching, developing, and evaluating. The Chief develops, administers, assesses, and refines programs and policies to ensure a safe, secure educational, living, and working environment. The Chief of Police provides proactive leadership in the areas of threat assessment and emergency response planning, and risk and safety. In addition, the Chief cultivates partnerships with local law enforcement agencies and performs related duties as required to meet organizational needs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Protecting the safety and property of students, faculty, and staff.
- Develop a College inventory system. Will manage the intake and inventory of equipment and packages received. Provide an accurate physical inventory of all assets purchased or donated to the college.
- Manage, regulate, and certify the proper issuance of firearms for campus police.
- Develop and manage a disciplined, professional, and skilled campus police department.
- Manage the operation of proper training of law enforcement and public safety personnel and ensure individual compliance with State licensing requirements.
- Recruits, trains, motivates and evaluates department personnel to ensure that the the department is staffed with highly competent officers.
- Ensures that all officers complete formal requirements to remain certified as required by their positions and provide high-quality service to the college community.
- Must develop proactive measures to oversee compliance, safety, and security for off-campus housing and on-campus residence halls.
- Develop and manage the annual operating budget of the department, ensuring all expenditures of funds and recordkeeping are in compliance with college policies and procedures.
- Prepares the Annual Campus Crime Report and other written reports as necessary.
- Oversee and manage the schedule for all law enforcement and public safety personnel.

- Must work with Title IX Director.
- Recommend additions and revisions to board policies regarding safety and security.
- Oversee and manage security-related equipment such as the Radio System, walkie-talkie, flashlights, batons, handcuffs, fire and burglar alarms, and other videos, safety, and protective equipment.
- Maintain log and summary information to compile reports and notifications as required by the Clery Act.
- Implement and oversee enforcement of established procedures when responding to emergencies and contact emergency agencies as necessary.
- Provide assistance in the event of an emergency or natural disaster; provide first aid assistance as needed for both employees and visitors.
- Maintain and develop open lines of communication with the campus community for promoting, functioning, and improving safety, security, and parking programs.
- Directs the operations of the communications center, all public safety radio systems, fire and security alarms, all emergency telephones, all department records and law enforcement reports, management systems, and computer-aided dispatch systems.
- Provide ongoing coordination and communication between the college and area law enforcement agencies.
- Coordinate first response activities with local emergency agencies and campus administration.
- Oversee the conduct of all initial and follow-up investigations of potential criminal violations to ensure completeness, professionalism, and conformance with constitutional mandates and recognized professional standards.
- Oversee the development and implementation of regularly scheduled all-hazard emergency response training exercises for all Miles College facilities, personnel, and students.
- Serve as the official spokesperson for the police department in response to media inquiries when needed.
- Keep current in his/her area(s) of responsibility, including a full understanding of all federal, state, and local law enforcement, public safety, and emergency compliance requirements and best practices.
- Perform other related duties and responsibilities as assigned by the Chief of Staff and the President of the College.

REQUIRED QUALIFICATIONS AND EDUCATION:

- Bachelor's degree in Criminal Justice, Law Enforcement, or a related field.
- Excellent oral and written communication skills.
- Ten (10) years of full-time experience in law enforcement, with a preference for a wide variety of police experience, including but not limited to uniform patrol, community-oriented policing, criminal investigations, police tactics, policy development, budgeting, strategic planning, emergency management and incident command in an urban or diverse suburban or college setting.
- Must possess or obtain Basic and Executive Training in Law Enforcement

certifications.

- Must have five (5) years of supervisory experience.
- Police Officer Standards and Training Certification (POST “A”) required.
- Certified by Federal Emergency Management Agency (FEMA) in ICS: 100, 200, 300, and 400, and IS: 700 and 800 (or their equivalents for law enforcement) before appointment to the position.

PREFERRED QUALIFICATIONS AND/OR EDUCATION:

- Master's degree in Criminal Justice, Law Enforcement, or a related field.
- Experience with diverse populations of students.
- Knowledge of a higher education system.
- Knowledge of courtroom procedures and laws.
- Knowledge of annual reporting to ensure accurate and timely documentation and compliance with applicable laws, policies, and procedures, i.e., Clery Act.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understand, establish, and maintain positive working relationships with diverse groups, including faculty, students, administrators, supervisors, support staff, and outside organizations.
- Title IX
- Highly effective oral, written, and organizational skills and ability to perform responsibilities accurately and timely with little supervision.
- Demonstrated computer skills and use of technology.
- Demonstrated ability to supervise employees in a multi-campus college setting.
- Effectively supervise others.
- Must be able to maintain a flexible schedule.
- Must possess the ability to establish and maintain contacts with city, county, state, and federal law enforcement personnel.
- Must possess knowledge of first aid procedures.
- Must possess physical, visual, and hearing capabilities to perform law

WORK SCHEDULE:

- Must be able to work available schedules/hours to meet operational needs.
- May require weekend hours.
- Flexible to meet the emergency needs of the college enforcement duties.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a cover letter and resume to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).