

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

ASSISTANT CHIEF, POLICE AND PUBLIC SAFETY

**FLSA STATUS: EXEMPT – PAY GRADE: 20-P
FLORIDA RETIREMENT SYSTEM SPECIAL RISK CLASSIFICATION**

JOB FAMILY: POLICE & PUBLIC SAFETY JOB FUNCTION: WORKFORCE SERVICES

GENERAL STATEMENT OF JOB

The Assistant Chief of Police and Public Safety serves as a key leadership role, reports directly to the Chief of Police and Public Safety, and undertakes a wide range of command responsibilities to ensure a safe and secure environment for students, faculty, staff, and visitors. This position oversees administration, operations, and strategic planning within a comprehensive, full-service, police and public safety agency.

The Assistant Chief of Police and Public Safety supervises and ensures the proper performance of duties across various department branches and any assistance requiring a police or security presence. This position prepares detailed investigations and reports, manages administrative functions, and executes special assignments. In the absence of the Chief, the Assistant Chief serves as the head of the department and ensures operational continuity and stability. This position is considered a Special Risk Classification under the Florida Retirement System.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervises and evaluates assigned sworn, non-sworn and administrative staff; provides mentorship and leadership; prioritizes, assigns, and determines subordinate work schedules; ensures that employees adhere to orders and directives, follow policies and procedures; completes annual performance reviews and semi-annual check-ins; conducts and manages hiring, training, and supervision of staff. Ensures that staff are trained, provides coaching, and facilitates professional development opportunities.

Interprets regulations, ordinances, laws, and municipal ordinances and College Board Rules and Administrative Procedure Manual for staff.

Evaluates and develop strategies to provide an overall sense of security to students, visitors, and employees. Gathers, prepares, and provides reports on statistical data to ensure compliance with state and federal crime reporting requirements, and the Clery Act.

Develops and maintains a close working relationship with associate law enforcement agencies, campus officials, and FSCJ community partners to provide the highest degree of police services and plans a coordinated response to critical incidents.

Schedules, prepares, and delivers departmental training sessions and institutional presentations.

Ensures that immediate supervisors are fully informed of any issues that may affect the Department's operations.

ASSISTANT CHIEF, POLICE AND PUBLIC SAFETY - 2

Manages the department internal affairs function in accordance with the Criminal Justice Standards and Training Commission for any complaints filed against departmental employees.

Controls and commands law enforcement (or security) operations of major investigations, emergency management situations and large College special events.

Assists in criminal investigations when required.

Responds to major incidents and emergencies on a 24-hour/7-day basis.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Chief of Police and Public Safety.

SUPERVISION EXERCISED

Supervision is exercised over full-time and part-time personnel.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and ten (10) years of law enforcement experience. Experience as a law enforcement supervisor. Training in leadership and supervision of police personnel.

Licensing/Certification/Registration: State of Florida Law Enforcement Certification. Valid Florida Driver's License.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited institution and five (5) years of experience as a second line supervisor. Experience with conducting investigations, internal affairs investigations, employee complaint investigations, Incident Based Reporting (IBR), Uniform Crime Reports (UCR), and/or Emergency Management/Preparedness. Training in emergency response coordination, ICS, and/or NIMS. Knowledgeable of Emergency Operations Center (EOC) processes.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as traversing over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; and the operation of vehicles, office and police/security related equipment specific to the job.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of

ASSISTANT CHIEF, POLICE AND PUBLIC SAFETY - 3

data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions and make presentations in front of various group sizes.

Language Ability: Requires the ability to read a variety of correspondence (e.g., reports, statements, computer programs, logs, etc.). Requires the ability to prepare logs, records, reports and other documents, using prescribed formats. Requires the ability to speak to groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with co-workers, and students, employees and visitors.

Numerical Aptitude: Requires the ability to add and subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment and supplies.

Manual Dexterity: Requires the ability to handle a variety of items such as law enforcement equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must possess good interpersonal public relations skills, enabling positive interactions with others. Must be adaptable to perform under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions and/or exposure to strong odors and/or smoke and/or strong and/or toxic chemicals.

Effective: 3/24/25