

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

CHIEF OF POLICE, DIRECTOR PUBLIC SAFETY

FLSA STATUS: EXEMPT – PAY GRADE: 23-A

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

GENERAL STATEMENT OF JOB

The Chief of Police, Director of Public Safety plans and executes programs for the proper protection of the College community, its people, and its property.

This position is responsible for the operational management and administrative direction of a department within law enforcement and security services and supports the mission and vision of the division, department, and the College. This position is responsible for emergency preparedness for the College. The Chief of Police, Director of Public Safety serves as “Essential Personnel” to provide leadership and assistance in the event of an emergency on campus.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads departmental strategic planning and staffing responsibilities supporting the creation of a safe campus environment for students, faculty, staff, and visitors to the college. Supervises and evaluates assigned personnel for efficiency and effectiveness. Conducts semiannual performance appraisals for assigned personnel and provides guidance to supervisory personnel conducting performance appraisals.

Leads, directs, coordinates, guides, manages processes, and develops and implements policies for senior management involved in services and programs delivered to the College community.

Develops and administers the annual operating budget and ensures appropriate expenditure of all funds allocated for department administration.

Provides leadership in the development and implementation of policies and procedures specific to law enforcement, adhering to the Florida Department of Law Enforcement Standards and Training Commission requirements as well as those pertinent to security personnel.

Develops departmental goals and objectives, serves on institutional committees, and maintains partnerships throughout the College in order to attain departmental goals and objectives.

Works collaboratively and build strategic relations within the law enforcement community, emergency preparedness officials for both Duval and Nassau counties, colleagues, and college-wide stakeholders.

Performs duties in accordance with federal, state, and local laws, statutes, regulations, codes, and standards related to campus security, including the federal Student Right to Know and Campus Security Act – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and Title IX protections. Prepares and publishes the Annual Security Reports and submits required crime data annually to the United States Department of Education.

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Enforces state and federal laws, municipal ordinances, and applicable College rules and regulations. Conducts investigations and writes reports as required.

Leads and directs Emergency Preparedness actions for the College and prepares, maintains, and submits the Comprehensive Emergency Management Plan (CEMP) and Continuity of Operations Plans (COOP), and submits to state and local authorities.

Maintains Financial Disclosure in accordance with Chapter 112 F.S.

Responsible for related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Vice President of Finance and Administration.

SUPERVISION EXERCISED

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

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution supplemented by eight (8) years of full-time related experience in law enforcement mid to upper management positions or comparable Public Safety/Security department experience demonstrating use of legal processes, criminal justice system, law enforcement principles and techniques, and investigative procedures.

Licensing/Certification/Registration: State of Florida Law Enforcement Certification or the ability to obtain within six months of employment. Valid Florida Driver's License.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited institution supplemented by ten (10) years of related experience in law enforcement mid to upper management positions.

Experience as a Director or Assistant Director of a College/University public safety office or comparable organization.

Experience in Emergency Management/Preparedness and ability to collaborate with local and state emergency preparedness departments.

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 data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

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: 8/8/23

Revised: 2/29/24