



Police Chief

Piedmont Virginia Community College (PVCC) is a public, open access institution of higher education in the Virginia Community College System whose main campus is located in Charlottesville, Virginia. This is home to the Charlottesville Historic Downtown Mall, The Jefferson School African American Heritage Center, and the John Paul Jones Arena (JPJ). As a comprehensive community college, the College provides quality, accessible, and affordable educational opportunities for the residents of the City of Charlottesville and the counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, and Nelson. For more information, please visit: pvcc.edu

PVCC is known throughout the community and the Virginia Community College System for its exceptional faculty and staff, the quality of its programs and services, and the success of its students. **PVCC seeks to attract, welcome, and retain individuals who reflect the communities we serve.**

Position Purpose: The Chief will be a leader, who is energetic, focused on community engagement, understands 21st Century Policing Strategies and committed to providing a safe environment where students, faculty, and staff have the opportunity to reach their academic and professional goals. This position may be required to work some weekend and evening hours. This position will report directly to the Vice President for Finance and Administrative Services. Responsive to the safety and security needs of a diverse population of students, faculty, staff, and visitors at a multi-site college. To protect life and property and enforce laws of the Commonwealth, as well as the rules and regulations of the college within the appropriate jurisdictional confines. To serve the community by providing professional and efficient community-oriented policing services on a 24-hour basis. Makes independent decisions daily based on knowledge and experience to ensure continuity of police and security services to the Piedmont Virginia Community College (PVCC) community. The PVCC Police Department is a professional police department providing the same level of service offered by a municipal police department, as well as other services unique to an academic institution. Responsible for the day-to-day functions of patrol operations and the college's police and security services department. Manages and directs departmental patrol supervisors and is responsible for performance management. Responsible for the supervision and coordination of the activities of department members. Conducts internal investigations relative to citizen complaints and is responsible for overseeing investigations and follow-up on reports of criminal activity or other incidents of a suspicious nature. Demonstrates experience in functioning as a member of a management team and the ability to provide excellence in customer service to serve the PVCC community in a professional manner. Represents the department and PVCC as a member of appropriate professional law enforcement and emergency management associations.

Duties and Responsibilities:

- **Supervision:** Supervision of Police Department, Representation in the community, Personnel management, Emergency preparedness, Crisis drills, Budget management, Community relations, Relationship building with local and regional law enforcement agencies, Foot patrol of grounds and buildings, Check doors and record findings, Secure buildings and open doors as needed, Provide assistance to other departments within and without the college system, Provide a safe learning environment for students, faculty, and visitors, Report building and grounds deficiencies to the maintenance department and ensure proper warning material is used and displayed properly, Enforce the laws of the Commonwealth of Virginia, Participate in emergency drills, Provides proactive leadership in the areas of threat assessment emergency response planning, community policing, emergency preparedness, Title IX, and other duties as assigned, Evaluates emergency drills, Completes reports in a timely fashion ensuring the completeness of the reports, Acts as a liaison to emergency responders in the event of an emergency.
- **Professional Standards:** Practice excellent customer service and communication skills (written and oral), Displays initiative and efficiency, Practices good teamwork inside the department, Practices regular and dependable attendance and punctuality, Uses knowledge and reasoning skills to make sound decision that enhance the mission or

the department and college, Answer phones and questions from visitors in a professional manner, Handles complaints using proper customer service methods Obtains and maintains certification in Taser, First Aid, CPR and AED, and all other required certifications, Completes all other training as required by the college and DCJS, Establishes and maintains liaisons with Chiefs and Emergency Managers of other colleges in the Virginia Community College System, Cultivates partnerships with local law enforcement agencies in fostering a safe campus.

- Community Policing: Awareness of student and staff population and its security and safety expectations, Interaction and communication with students and staff that gains their respect and cooperation, Visibility at school activities and events.
- Investigations: Oversees internal and criminal investigations to ensure they are conducted in a thorough, concise manner and brought to proper completion, Oversees the department's use of data base resources, Formulates an effective procedure to allow for proper handling of recovered/lost property and evidence collected by departmental personnel, Responds accordingly to Maxient submissions, Manages all recovered property and/or evidence and disposes of items in accordance with procedures and state law.
- Policies and Procedures: Develops and implements departmental general orders and directives in support of the effectiveness and efficiency of the college's goals and objectives, Ensures compliance with local, state, and federal regulations, Develops and implements department policies and procedures.

Required Qualifications:

- Minimum education and/or experience equivalent to an Associate's Degree in Police Science and certification by the Virginia Department of Criminal Justice (DCJS) in law enforcement
- Must hold current DCJS certification as a police officer
- NIMS/ICS 100, 200, 300, and 700 level certifications
- Must be a citizen of the United States
- Trained in cultural competencies, appreciates a variety of diverse characteristics, and is committed to the mission of providing professional law enforcement, effective emergency response, crime and incident reduction, community outreach, and community education
- A working knowledge of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act; Knowledge of Title IX, OSHA regulations, and Virginia Fire Code.
- Significant years of progressively varied and responsible experience as a certified full-time police officer with a recognized law enforcement agency, including supervisory experience
- Ability to be on-call 24/7
- Reputation for honesty, integrity and ethical conduct, and the interpersonal skills necessary to work successfully with students, faculty, staff, visitors and the general public
- Ability to perform duties on foot or vehicle
- Ability to recognize safety/security hazards and take appropriate corrective actions
- Ability to react quickly and calmly in emergency situations
- Demonstrated supervisory experience in Virginia state laws, investigations and crisis intervention
- Ability to ascertain facts through personal contact, observation and examination of records
- Demonstrate excellence in verbal and written communications and the ability to foster a positive work environment while maintaining professional discipline in the department
- Must be able to carry out the physical activities of a sworn law enforcement officer as defined by the VA Code and DCJS
- Valid driver's license required

Additional Considerations

- Education and certifications beyond requirements
- Experience working within Higher Education or a Community College

To view full description and apply online, visit: <https://jobs.vccs.edu/postings/98862>

Review of applications begins immediately, position will close once a candidate has been identified.

The Virginia Community College System (VCCS) is an Equal Employment Opportunity employer and complies with the Americans with Disabilities Acts (ADA and ADAAA), to provide, reasonable accommodation to applicants in need of access to the application, interviewing, and selection processes when requested.