



## **Chief of Police and Director of Public Safety**

**FLSA: Exempt**

**Job Series/Salary Pay Plan/Grade: DS0058/2B**

**Union Status: Non- Union**

**Job Code:**

### **GENERAL DESCRIPTION OF THE JOB:**

Reporting to the Chief Operating Officer, the Chief of Police serves as the chief law enforcement officer with responsibility for protecting life and property, preserving peace, maintaining order, and directing the enforcement of all federal, state and local laws within the jurisdiction of the University--an urban land grant public institution in the nation's capital, with facilities throughout the District of Columbia and Maryland. The chief develops strategic goals and objectives for the police department to include positioning the department as a responsive police department that is recognized broadly as committed to the safety and care of the members of our vibrant and diverse university community. The UDC Chief of Police provides direction and guidance in alignment with department and university mission and values serving as the framework by which all security activities, patrol operations, investigations and event management are planned, organized and executed; and develops and implements policies and procedures to ensure the health, safety, and security of students, faculty, staff and visitors. The chief provides leadership for a staff of thirty-six including thirty-one sworn officers.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Utilize national best practices, innovative new trends, and professional networks to employ the further development of a kind and compassionate community policing philosophy and implement and maintain a progressive policing philosophy that ensures officers are visible, accessible, and engaged with the student body, staff, faculty, visitors, and community.
2. Network with faculty and administration, interactively involving the campuses and facilities in safety and security endeavors and provide a positive representation of the department as an active member of the University community.
3. Model and promote the University's deep commitment to the values of diversity, equity, inclusion, and community and human relations, and keep these concepts as a top priority at all times, ensuring inclusion of education and training around diversity, equity, bias, discrimination, and inclusivity in all areas of the

department.

4. Commit to a comprehensive culture of collaboration and partnering both within the University and externally for maximum effectiveness, build relationships as a foundation of the campus culture, and foster strong collaborations in all endeavors in order to assess real needs, design student-centered programs, provide high-end customer service at all times, and ensure the overall success of university public safety efforts.
5. Promote and work towards a safe and secure environment in which students may voice their views and display an understanding of and effective response to student body activity and activism on social, political, gender and other issues, so that student gatherings may be safely and positively supported by campus law enforcement, while also holding responsible persons accountable when laws or University regulations are violated.
6. Prioritize accountability and forge a balance between enforcing rules and supporting University's mission, working hand-in-hand with the Office of Student Development & Success to promote restorative justice, conflict de-escalation and resolution and the educational mission of the University.
7. Responsible for formulating and administering the annual operating budget and ensures appropriate expenditure of all funds allocated for department administration.
8. Directs and maintains law and order, observes, reports, and responds to illegal and unauthorized activity occurring on University-owned and controlled premises by enforcing federal, District, state and local government laws and University policies, procedures and protocols.
9. Provide command oversight for program(s) for effective law enforcement and security campus wide, including: crime preventive, security technology equipment, investigation of complaints, response to emergencies and enforcement of all District laws and local ordinances.
10. Comply with federal, District, state and local emergency response protocols and requirements associated with Clery Act reporting and data collection and other governing regulations.

**COMPETENCIES:**

1. Perform the essential job functions of a police officer when required.
2. Serve as a member, advisor, or chair of various University and community committees as assigned.
3. Maintain a close working relationship with all members of the University

community including students, faculty, and staff within a diverse multicultural environment.

4. Demonstrated organizational skills in budget management, and supervision of staff and staff development
5. Communicate effectively and in a timely manner with students, staff, faculty, administration, members of the University community, the general public and other law enforcement agencies as appropriate.
6. Demonstrated ability to exercise good judgment.
7. Demonstrated ability to develop, implement and interpret complex regulation and standards fairly.
8. Demonstrated leadership skills, and emotional intelligence to navigate within a complex organization, communicate sensitive information to all levels of leadership, and promote and implement any required remediation to mitigate organizational risk and ensure compliance required.
9. Demonstrated experience developing and implementing policies, procedures, and best practices; training others regarding those policies, procedures, and best practices; and overcoming resistance to change.
10. Handle confidential and sensitive information in a discreet and professional manner and demonstrate sound and prudent judgment in all actions required.

**MINIMUM JOB REQUIREMENTS:**

1. A Bachelor's Degree, master's preferred in a discipline appropriate to the role (equivalent training and experience may be considered for exceptional candidates).
2. A minimum of seven (7) years of progressively responsible roles in campus safety and /or law enforcement including substantial leadership and management experience in an organized labor environment.
3. Demonstrated proficiency in applying best practices of campus safety/security in an urban and environment.
4. Demonstrated knowledge and understanding of the Jeanne Clery Act and other federal laws with a direct impact on the work of the department.
5. Must have successfully completed a federal, District, state, county, municipal police, Consortium Campus Law Enforcement Academy or comparable police training course that included instruction in police department procedures and methods, and local law and regulations.
6. Must be able to obtain and maintain Special Police Officer (SPO) status through the District of Columbia and meet the prescribed requirements and qualifications associated with SPO status to include firearms.
7. Position requires an individual who is flexible due to the nature and organization (24/7 operation) of the work. Must be willing to different shifts, hours, and weekends if required.

8. Must possess (and maintain) a valid driver's license; must be able (if needed) to obtain a District driving permit in order to drive District government vehicles.