

TITLE: Campus Chief of Police
DEPARTMENT/DIVISION: Student Affairs
DATE PREPARED: August 17, 2023
REPORTS TO: VP for Student Affairs
CLASSIFICATION: Professional Staff
SALARY RANGE: \$45,000 - \$50,000

POSITION SUMMARY

The Campus Chief of Police is responsible for the provision and coordination of college-wide security, safety programs, safety training, and various compliance reporting tasks. In general, the Chief implements programs and procedures to provide a safe and secure environment for students, employees, and the general public. This includes the coordination and scheduling of appropriate patrols of college property, the investigation and reporting on campus incidents, the collection and compilation of data relating to campus safety, writing and submission of reports in compliance with the Clery Act, VAWA, NIMS training, and Title IX, and training and supervising campus officers including the reporting and documenting of reportable crimes. The Campus Chief of Police is expected to develop and maintain strong relationships with other area law enforcement agencies and coordinate emergency and disaster response planning with those agencies. Additionally, the Chief is responsible for revising and publishing the SSC Emergency Operations Plan and providing related training for SSC students and employees. The appointment requires a minimum 40-hour work week.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion.
- Provide and coordinate college-wide security, safety programs, safety training, and various compliance reporting tasks according to legal guidelines.
- Prepare and enforce policies to establish a culture of safety.
- Evaluate practices, procedures, and facilities to assess risk.
- Coordinate and schedule appropriate patrols of college property, investigate and report on campus incidents, collect and compile data relating to campus safety, write and submit reports in compliance with the Clery Act, VAWA, NIMS training, and Title IX.
- Training experience with NIMS 300, 400, 100HE highly preferred.
- Train and supervise campus officers including the reporting and documenting of reportable crimes.

- Develop and implement programs, training, and drills to promote the safety of college students, employees, and guests as well as building and property safety and security.
- Develop and maintain strong relationships with other area law enforcement agencies and coordinate emergency and disaster response planning and implementation.
- Revise and update the SSC Emergency Operations Plan as needed and provide related training for students and staff.
- Ensure all shifts are properly staffed.
- Ensure all officers maintain C.L.E.E.T. certification and complete mandatory training hours.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Actively participate in community activities, organizations, or services within the five-county service area.
- Patrol the SSC campus as directed by walking and driving.

PHYSICAL DEMANDS

- Physical requirements include sitting, walking, stooping, bending, running short distances, restraining, hearing, and speaking with clarity, viewing, climbing, crawling and ability to handle stress.
- May be required to lift up to 75 pounds or greater with assistance.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- **Knowledge:** Minimum qualifications include five years of law enforcement experience with an understanding and appreciation of higher education law enforcement; must possess a valid Oklahoma driver's license. Associate degree required; bachelor's degree preferred.
- **Skills:** Highly developed skills in written and oral communication, human relations, and creative problem solving. Preference will be given to applicants with extensive training and administrative experience.
- **Abilities:** Ability to work under minimal supervision and practice strong organizational and time management techniques; must be able to respond effectively in a variety emergency and non-emergency situations; ability to work well in team situations; ability to appropriately assist students who are experiencing interpersonal and intrapersonal challenges; must be able to climb stairs on a regular basis. Must be CLEET Chief certified or qualified to attend the one-week Chief training and able to meet CLEET continuing education and physical ability standards.

Application review will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, and life insurance equivalent to two times annual salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is contingent upon successful completion of a background check and funding availability. To apply, please send letter of application; copies of all academic transcripts, and current resume' with names and phone numbers of at least five current professional references to:

**Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818**

or

Email all documents to: HR@sscok.edu

SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.

Posted August 17, 2023