

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Director of Public Safety & Chief of Police

**Division:** Academic & Student Affairs

**Department:** Public Safety

**Location:** Portland and Gorham

**Schedule:** Regular, full time, with nights and weekends as required

**Reports to:** Provost & Executive Vice President for Academic and Student Affairs

**STATEMENT OF THE JOB:** This is the key management and leadership position in the USM Department of Public Safety. The Director is responsible for the organization, direction, supervision and day-to-day operation of the department. The Director is responsible for ensuring that the University is effectively and efficiently served by the major functions within the purview of the department, which includes emergency preparedness and response, protection of life and property, law enforcement and security functions, fire safety, crime control and investigation, educational programming for personal and institutional safety, and implementation and monitoring of the parking and transportation system on all three USM campuses. The Director works to develop the proper professional and service oriented attitudes and skills among members of the department, and to train all officers and staff to enforce with federal, state and local laws, as well as University policies, procedures and mandates. The Director is responsible for communication with other college and university police and security departments and external law enforcement and safety agencies in order to maintain awareness of best practices in the profession and to ensure appropriate mutual aid arrangements.

**ESSENTIAL FUNCTIONS:**

1. Directs and manages the operations, personnel and financial activities of all departmental areas on a 24 hours/day, 365 days/year operating schedule, including: Patrol Operations, Investigations Division, Administration, Communications (Dispatch), Staff Training and Development (Professional Standards), and Campus Safety Education.
2. Assesses the safety, security and emergency response needs of the University; develops policies and procedures based on best practices in campus safety and law enforcement and established community policing concepts.
3. Ensures proper and effective law enforcement, security, fire safety and first responder operations on all USM campuses and at affiliated off-campus sites in support of the education, research, public service and student-focused mission of the University.
4. Develops, maintains and implements the *University All Hazards Emergency Response Plan* (including Emergency Communications Plan and issuance of “Campus Safety Alerts”) in conjunction with off-campus emergency response agencies and resources.
5. Ensures proper recruitment, training, certification and supervision of Law Enforcement Officers, Security personnel, Communications Coordinators, support and clerical staff, and Parking and Transportation staff members.
6. Prepares and maintains records, reports and correspondence in compliance with University business practices, regulations of the Maine Department of Public Safety, and local, state and federal laws. Maintains confidentiality of reports and records, and ensures proper sharing of sensitive information.
7. Oversees acquisition of supplies, firearms, ammunition, police vehicles and other required equipment. Ensures proper training in use of all specialized equipment.
8. Collaboratively develops and maintains effective University service programs in the areas of sexual assault awareness and safety, workplace violence programs, community member personal safety, alcohol and substance abuse and security of physical plant and personal property of community members.
9. Serves as a University Civil Rights Officer; reporting bias and hate crimes to the Attorney General’s office. Ensures proper investigation of all such incidents and crimes. Submits “Quarterly Hate Crime Report” to Maine State Police, Uniform Crime Reporting.
10. Maintains effective, collaborative and proactive relationships with local, state county and federal law enforcement agencies, as well as other college and university police and security departments. Receives specific and on-going training relating to preparedness. Develops and maintains the necessary relationships with other agencies that will ensure the sharing of resources.
11. Serves as a member of the UMS Special Case Admission Review Committee. Assists with admission decisions about prospective students with misdemeanor and felony convictions.
12. Occupies a seat on the USM Assistance and Care Team (ACT) a university behavioral intervention program designed to identify and assist at-risk students.
13. Serves as chair of the USM Emergency Response Team.
14. Ensures timely completion and reporting of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or Clery Act.
15. Partners with USM’s executive leadership team to deliver upon the recommendations of the 2020/2021 Public Safety Task Force in a strategic, student-focused way that upholds a commitment to diversity, equity, inclusion and belonging.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

* ­­­­Authority to commit financial resources of $25,000 or more as provided in the campus Signature Authority matrix and/or MaineStreet Marketplace.
* Responsibility to regularly handle cash or cash equivalents.
* Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
* Direct access to or responsibility for controlled or hazardous substances.
* Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
* Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
* Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.
* Ability to drive a University vehicle and provide proof of a valid driver’s license.
* Ability to drive colleagues, students or others and provide proof of a valid driver’s license.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of command and administrative staff, including police captain, full- and part-time/reserve police officers and specialists, communications officers, administrative officers and students.

**BUDGET RESPONSIBILITIES:** Responsible for and directs the overall planning and preparation of annual budgets for the department. Recommends annual budgets for Public Safety and for Parking and Transportation. Analyzes the budget impact on police department activities and its capability to meet University goals. Ensures that budget goals are achieved with minimum negative community impact.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** Membership required in related organizations to enhance professional growth and performance of job responsibilities. Remains current regarding best practices, trends and technology in the overall management of the department. Makes or coordinates, presentations to students, family members, faculty and staff.

**QUALIFICATIONS:**

**Required:**

* Bachelor’s degree in law enforcement, criminal justice, the social sciences or related field.
* Ten years of experience in law enforcement involving progressively more complex assignments and supervisory responsibility.
* Background and experience as well as proven skills, to generate the respect and trust of staff and senior administration, and the support of the campus community generally.
* Certified or certifiable as a police officer in the State of Maine, with certification as a
* Police Chief desirable.
* Excellent written and oral communication skills.
* Knowledge and demonstrated skills in Law Enforcement administration, budget management, police procedures, emergency preparedness methods and processes, personnel development, strategic planning and policy development.
* Knowledge of public relations and community policing. Skilled in developing strong community relations and building bridges between the campus community and surrounding towns and cities.
* Outstanding leadership ability with an appreciation for human dynamics and practical implementation skills. Must lead by example.
* Collaborative and collegial style of leadership, with the ability and willingness to work as a member of a team, and to foster a team environment within the department.
* Ability to work effectively within the diverse culture of the University.

**Preferred:**

* Experience in a higher education environment, working with student populations, and experience managing a diverse work force highly desirable.
* Master’s degree.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

***For Human Resources Use***

**Date Approved:** November 2021

**Date Revised:** November 2018

**Job Family:** 2

**Salary Band:** 7

**Unit:** Non-Represented Professional

**Employee:** Vacant

**Position #:** 00012278