



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

### **Job Description**

The University of North Carolina at Charlotte is a vibrant and active community seeking a motivated and experienced senior police executive to be its next **Chief and Director of Police & Public Safety**. UNC Charlotte is a residential campus situated in the northeast area of the city, covering 1000 acres and serving over 25,000 students, faculty and staff. UNC Charlotte is composed of seven professional colleges and currently offers 18 doctoral programs, 62 master's degree programs and 90 bachelor's degrees. UNC Charlotte is an urban research university of more than 4,000 full and part-time faculty and staff. The University is scheduled to start its new football program in 2013 in a soon-to-be-constructed 15,000 seat on-campus stadium.

Reporting directly to the Associate Vice Chancellor of Risk Management Safety & Security, the Police Chief will work in concert and alignment with the goals established by the University to ensure a secure environment for students, faculty, staff and visitors to UNC Charlotte. The Police Chief effectively plans, organizes, directs and administers the overall police and public safety initiatives of the campus community. The successful candidate will provide leadership ensuring that law enforcement and public safety policies, procedures, practices, services and programs are appropriate and responsive to maintaining the safety and security of the University.

Responsibilities include, but are not limited to:

- Management of University's sworn and non-sworn police and public safety officers
- Creation and maintenance of a departmental budget of \$2.5M.
- Development and implementation of training programs for officers and staff
- Collaboration with local government, law enforcement and fire-fighting agencies
- Development of effective and collaborative working relationships with the various university departments and student organizations
- Development and implementation of effective university protection programs and policies
- Maintenance and compliance with legislation related to campus crime and law enforcement, including preparation and submission of reports (Clery Act, FERPA, HEOA, etc.)
- Planning and scheduling of work of subordinates ensuring proper distribution of assignments and adequate staffing, space and facilities for subsequent performance of duties
- Participation in public relations activities using departmental policies and procedures, city ordinances and other departmental information sources in order to increase public awareness of law enforcement's role in the community, representation for the department at community functions, and establishment of favorable community, media and other public relations.

### **Requirements:**

Candidates must possess a bachelor's degree in criminal justice, public or business administration, or a related field (master's degree is preferred), executive law enforcement training (e.g. FBI National Academy, Administrative Officers Management Program, LEEP, etc.), as well as *current certification as*

*a law enforcement officer by his/her respective state with no more than one year break in sworn service at time of appointment.* Evidence of energy and commitment, goal-oriented thinking, strong organization skills and personnel management experience, a strong commitment to community policing and understanding of student life and the needs/issues of a campus community including special and sport events management in a complex urban environment will be important traits for the successful candidate.

Other key attributes include leadership, supervisory and command experience in a variety of law enforcement functions; a track record of developing policy and facilitating organizational change; and knowledge of current issues and best practices in campus public safety, law enforcement, crime prevention, physical security and emergency preparedness within a higher education environment including relevant technology such as police and emergency communications systems. A proven record of demonstrated leadership, strategic, planning, collaborative, collegial, organizational, interpersonal and communication skills are also essential. The candidate must demonstrate unquestioned integrity supported by a positive social and business presence that can successfully represent UNC Charlotte to students, employees, guests, and law enforcement officials.

The successful candidate must also possess a valid North Carolina Driver's License within 30 days of hire date. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation per requirements of the State of North Carolina and UNC Charlotte is necessary. As required by UNC Charlotte and the State of North Carolina, all new applicants must complete a psychological examination, a medical exam and a drug screen prior to employment. The successful candidate must obtain and maintain North Carolina BLET (Basic Law Enforcement Training) certification and must be able to work evenings and weekends and be on call for emergency situations as required. Proficiency in Microsoft Office Suite is required. For BLET requirements, please visit the following North Carolina Department of Justice website: <http://ncja.ncdoj.gov/getdoc/b0f21109-f96f-45e1-bb98-11024edb9434/BLET-July-2010.aspx>

Please visit the department website: <http://rmss.uncc.edu/police-public-safety/about-us-department-overview> . For more information about UNC Charlotte, visit: <http://www.uncc.edu>.

To apply for this position, an on-line application must be completed and is available at <https://jobs.uncc.edu> (click on EPA Staff and select position number 165). In addition, please include, at a minimum, a letter of interest, resume and contact information for three professional references.

Application review begins January 14, 2011 and will continue until the position is filled.

The University of North Carolina at Charlotte is an Equal Opportunity, Affirmative Action Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.