

Job Title: Assistant Chief, Campus Police

Department: Administration

Pay Grade: 11 (\$51,415 - \$69,028)

FLSA Status: Exempt

JOB SUMMARY

This position's primary responsibility is to facilitate and oversee implementation of Departmental policy; to enforce officers' adherence to established procedures that are consistent with Maryland State Criminal and Education statutes and that are in the spirit and intent of the Chief. This position reports to the Chief of Campus Police.

ESSENTIAL JOB FUNCTIONS:

- Perform as Chief of Campus Police in the absence of the Chief of Campus Police.
- Apply strong supervisory skills and administrative abilities; exercise sound judgement to meet constant demands
- Assist in the development of departmental procedure and policy.
- Supervise and evaluate all full and part time officers.
- Manage agency training programs and certifications/permits; maintain proper records; schedule and implement training programs.
- Ensure department records comply with State and Federal requirements
- Manage recruiting and selection of part-time qualified SPO and Security Officer candidates, to include training and certification of newly hired personnel.
- Handle occasional personnel issues; assist in early evaluations.
- Order supplies, uniforms, and equipment; ensure all equipment tests are complete (Code Blue, Panic Devices, AED, Narcan, First Aid Kits.)
- Communicate effectively with the College community by giving information and directions, mediating disputes, and advising of criminal and administrative processes.
- As part of the Crisis Management Team, assist in planning/implementation of mandated college-wide crisis management drills which includes regular training for members of the Crisis Management Team, for Building Monitors, and specialized training for Campus Police Officers.
- Maintain the daily staffing constant.
- Be prepared to act in a regular patrol capacity when exigencies arise
- Handles investigations, injury reports, and mandatory reporting to Social Services (which is part of the college's BIT - Behavioral Intervention Team.)
- Assist in the collecting, classifying, and counting of campus crime for Clery Reporting. Maintain compliance with the Federal Mandate.
- Manage the College Alarm System, access codes, and an alarm call out list; monitor building openings and closings. Respond to alarm calls.
- Actively participate in and accomplish organizational departmental and workgroup goals/objectives.
- Ensure timesheets are reviewed, signed, and submitted.
- Manage internships and similar programs.
- Represent the College and Campus Police in county and Community Partnerships (CIT, Opioid Committee, Carroll County LAP Committee, First Responders Award Planning Ceremony Committee.)

- Other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent and completion of a certified police academy or SPO academy
- Eligibility for Special Police Commission, Handgun Permit, and First Responder Certification or equivalent.
- Completion of ICS/NIMS 100, 200, and 700 courses.
- Valid driver's license and driving record in good standing.
- Successful completion of background investigation, fingerprinting, physical, psychological exam, and drug screening prior to employment.
- Availability to respond 24/7 to campus and to answer phone calls, emails, and text messages.
- Availability to work evenings, weekends, and holidays.
- Ability to use computers for data entry/word processing/accounting purposes; use small office equipment including copy machines or multi-line telephone systems.
- Ability to safely use police equipment such as radios, firearms, OC Spray, baton, Handcuffs.
- Ability to use medical equipment such as AED; ability to administer Narcan.
- Preferred qualifications include
 - Associate degree
 - Minimum of three years' experience at the rank of lieutenant or above with a certified police agency
 - Completion of the following
 - MPCTC 1st Line Supervisor and Administrator Schools or equivalent
 - Crisis Intervention Team training
 - MPCTC Instructor School, and Threat Assessment, and Crisis Management.

PHYSICAL DEMANDS:

Physical demands vary from sedentary to running, including exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Ability to walk for longer periods of time. Work may be physically demanding at times. Potentially may need to run, chase, or physically subdue an intruder. Additionally, the following physical abilities are required:

- Hear/talk/communicate – Must be able to exchange information and communicate
- Visual Acuity - Ability to perceive or detect surroundings
- Mental acuity – Able to focus, concentrate, understand and convey subject matter
- Repetitive motion (i.e. keyboarding)
- Stand/sit/walk/able to move or traverse from one area to another

WORK ENVIRONMENT:

Work environment involves potential risks of violence or potentially dangerous situations that could result in bodily harm. Officer duties performed in such places as offices, meeting rooms, parking lots, cars, and training rooms. Position requires safe carry of weapons, use of conflict management skills, proper maintenance and use of equipment including office equipment/ vehicles, use of new technology systems, and acquiring maintaining equipment, and involvement in capital improvements. Besides security protocol when public is in eminent danger, need to daily avoid trips and falls, observe fire and building safety regulations, and follow traffic signals when driving.

SALARY:

This position will be placed on the 12-month grade 11 college salary scale. Actual salary placement based on qualifications and experience. Position includes an excellent fringe benefit package which can be found at:

https://www.carrollcc.edu/uploadedFiles/CarrollCCedu/Content/PDF/HR_Hiring_Forms/Benefit%20Guide%20-%20Employee%202019-2020.pdf

In order to qualify for employment, candidates must successfully complete a criminal background check.

APPLICATION PROCESS:

Interested applicants must submit a **resume** and **cover letter with minimum salary requirement**, emailed to hr@carrollcc.edu or mailed to Carroll Community College, Human Resources, 1601 Washington Road, Westminster, MD 21157. The deadline for applicant submission is April 10, 2020.

Carroll Community College has the right to revise this position description at any time, and this position description does not represent in any way a contract of employment.

Carroll Community College is committed to creating a diverse, equitable and inclusive environment. Carroll Community College is committed to Equal Opportunity Employment.