

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Chief - Public Safety
Reports To: Vice President Administrative Services
Position Code: CPSA
Department: Assigned
EEO Type: TP

Effective Date: 09-01-82
Revision Date: 01-30-04
Pay Grade: F
FLSA: Exempt
ORP Elig: N

A. General Description:

The Chief of Public Safety occupies a line position under the direct supervision of the Vice President Administrative Services. The Chief of Public Safety develops procedures for the enforcement of college rules and regulations and the enforcement of state laws on the Texas State Technical College Campus.

B. Duties and Responsibilities:

a. Essential Functions

The Chief of Public Safety will keep the assigned supervisor advised of the status of his operation at all times. He is responsible for the overall operation of the College Police Department.

Establishes a vehicle registration procedure for registration of personal vehicles.

Enforces traffic rules and regulations on campus.

Enforces criminal laws on the College's campus.

Selects and trains new personnel for the department.

Maintains records of activities of the College Police office including records of criminal offenses on campus, motor vehicles registration files, and other records incidental to the police operation.

Maintains a patrol of the campus at all times for security of buildings and fire watch; assures compliance with state regulations legal provisions.

Prepares operating budget and monitors expenditures.

Establishes policies and procedures essential to the overall operation of the department.

Establishes goals for future accomplishments.

Responsible for Student Right-to-Know report.

Coordinates traffic citation appeals process.

Responsible for criminal and civil investigations.

Coordinates scheduling of police force for special activities.

Selects programs to better train and equip the officers and the department.

Employs personnel for approved budgeted positions.

Makes recommendations for promotions and pay increments for personnel in the department.

Recommends policies and procedures for the department.

Prepares annual operating budget and supervises the expenditures for the department.

b. Other Responsibilities

Performs other duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Significant Risk: Job requires special safety precautions. Significant risk of injury or loss of life if failure to follow procedures, including risk to others.

D. Required Qualifications:

Ability to select and train new personnel for the department.

E. Minimum Requirements of Education and Experience:

Associate's degree in law enforcement or the equivalent from an accredited college or university.

Advanced Certification from the Texas Commission on Law Enforcement Officer Standards and Education.

Extensive experience in training, supervision, and management.

Possess current permanent Texas Peace Officers License.

Possess current State of Texas Driver's License.

Approved _____
Supervisor