



## POSITION DESCRIPTION

**TITLE: ASSOCIATE VICE PRESIDENT, PUBLIC SAFETY**

**ORGANIZATION: HIGHER EDUCATION**

The University seeks highly qualified candidates for the role of Associate Vice President, Public Safety (AVP Public Safety).

**As a prospective candidate, you are expected to carefully read this job description and eliminate yourself from the candidate pool if the duties and responsibilities are not a good match for you.**

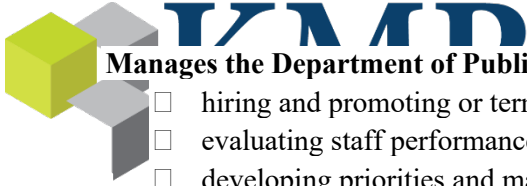
### POSITION SUMMARY

Reporting to the Senior Vice President, Finance and Administration, the AVP Public Safety is responsible for the safety of the University community personnel and property; manages the Department of Public Safety; plans, organizes, directs, evaluates, and oversees all programs and personnel involved in the delivery of public safety services; including but not limited to strategies and policies; partnership and communication with federal, state and other government agencies; compliance with federal and state laws and regulations; public safety on all University campuses, security; incident monitoring and reporting; campus and community-based policing procedures; operation of university special events and shutdown periods; traffic; parking; security and surveillance systems; and building/room key access systems. Acts as a Public Safety representative of HAZMAT team and emergency response team. Has oversight responsibility for university Crisis Response Team and Threat Assessment Team.

### DUTIES AND RESPONSIBILITIES

**Responsible for the implementation of Public Safety functions. This involves:**

- overseeing day-to-day Department of Public Safety operation and troubleshooting problems as they arise,
- maintaining appropriate records regarding public safety for report, review and mandatory communication purposes,
- overseeing seminars, training sessions, instructional documentation and newsletters for public,
- conducting reviews of operations, technical equipment and personnel skills,
- providing training to staff on current laws and regulations as well as professional skill enhancements,
- directing investigations of campus criminal and other related incidents and creating quality incident reports including but not limited to daily crime & crime alerts, accident, and theft reports,
- overseeing compliance with federal and state OSHA requirements pertaining to bloodborne pathogens and hazardous materials,
- understand and apply the requirements for compliance with Clery Act reporting, DOE and Security protocol plan,
- monitor weather conditions and coordinate sub group on determination of delays or cancellations of in person operations,
- conduct investigations in a timely manner with thorough documentation and consistent with applicable legal standards.



**Manages the Department of Public Safety. This involves:**

- hiring and promoting or terminating staff,
- evaluating staff performance,
- developing priorities and maintaining the quality and timely scheduling of departmental workflow,
- communicating effectively with staff concerning pertinent departmental and university matters,
- training staff in policies and procedures, and the general public safety operation.
- establishing and promoting a culture of collegiality, professionalism and compliance with applicable policies, laws, and regulations including Title IX and FERPA.

**Plans and develops Department of Public Safety operation. This involves:**

- proficiency in communicating with students, parents, faculty, staff and other potential users of DPS services,
- establishing and maintaining updated standard and emergency policies and procedures,
- creating long and short-term departmental goals and objectives, consistent with academic and residence life department objectives,
- interacting with university community and peer institutions regarding safety and security concerns and potential solutions.

**Manages department budget. This involves:**

- planning for and projecting the annual budgetary needs of the department for the upcoming fiscal year,
- budgeting, overseeing, and approving the departmental expenditures throughout the fiscal year.

**Oversees the Department of Public Safety operation for university special events and shutdown periods.**

**Manages the Security Protocol Plan as prescribed under state and or federal mandates.**

**Manages the Threat Assessment Team as prescribed under state mandate.**

**Participates in the professional development of the department. This involves:**

- monitoring developments in public safety through the attendance at meetings, workshops and seminars, and in the reading of professional literature,
- developing and maintaining external/community relationships as appropriate to enhance university image,
- acting as Public Safety representative of HAZMAT team and emergency response team.
- serving as liaison for students, parents, general public and employees,
- interacting with local, State and federal law enforcement agencies and with appropriate professional organizations,
- conducting regularly scheduled staff meetings,
- fostering a cooperative team environment,
- participating as a university committee representative as requested,
- promoting an image of efficiency and courtesy throughout the university community and consistent with the Department of Public Safety's mission.

**Promotes safe and secure working conditions. This involves:**

- promoting the proper utilization of staff, equipment, and materials,
- reporting immediately any unsafe working conditions to supervisor.

**Performs other related duties as directed or dictated by responsibilities.**



**Direct**

2 Associate Directors of Public Safety  
1 Operations Assistant

**Indirect**

3 Public Safety Sergeants  
17 Public Safety Officers  
5 full-time Dispatchers  
1 Traffic Enforcement Officer  
1 Parking Operations Assistant  
Part-time staff (students and non-student)

**EXPERIENCE**

A minimum of 15 years progressive public safety experience with at least five years administrative experience in a university or college setting. Specialized training in a law enforcement discipline, FBI or national security training desirable. Possession of a valid motor vehicle license in good standing. Possession of or ability to obtain a CT pistol permit with proper endorsements and CT Security Officer ID Card.

**UNUSUAL WORK CONDITIONS**

On call to respond to emergencies and direct personnel, 24 hours a day, 365 days a year. Exposure to bloodborne pathogens and hazardous materials and other dangerous situations. May need to cover other shifts if there is a shortage of staff. Knowledge of highly confidential information. Member of the University group who decides if operations will be delayed or cancelled due to weather or manmade circumstances. Must remain aware of current weather and forecasted weather conditions, local hazards, alerts and law enforcement risks.

**EDUCATION**

Bachelor’s degree in a related field from an accredited university is required. A Master’s degree in Criminal Justice, a related discipline or equivalent experience is preferred.

**COMPENSATION**

A competitive compensation package including base salary, along with a full benefits package will be offered.

This position is based on campus and is not eligible for immigration assistance. Please note that employment is contingent on the following requirements: physical, drug test, psychological evaluation, and background check.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Duties may be changed and/or be added at any time.

**FOR ADDITIONAL INFORMATION:**

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