Public Safety & Security – Director/Chief of Police

The Director of Public Safety & Security supervises personnel involved in establishing, promoting, and maintaining campus safety and security. The Director of Public Safety & Security reports directly to the Vice President for Student Affairs & Enrollment Management and is responsible for the recommendation and implementation of procedures to provide protection for all persons on the Lincoln University Campus.

Qualifications:

- Bachelor’s degree from a four-year college or university, or equivalent work experience (detailed military or law enforcement training).
- Ten years of command or high field supervisory experience in a campus law enforcement or municipal setting required.
- Certified or eligible for certification under the Mandatory Training Act, preferred.
- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from diverse cross section of University employees, students, contractors, vendors, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must be able to work with little or no supervision.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.

Essential Duties and Responsibilities:

- Maintain overall safety and security on the Lincoln University campus by establishing operational procedures such as fire prevention, firefighting, traffic control, guarding and patrolling the campus, orienting and monitoring of personnel involved with classified information, and investigation of accidents and criminal acts.
- Ensures safely and security during campus activities.
- Confers with representatives of local government to ensure cooperation and coordination of campus activities with law enforcement and fire fighting agencies. Works closely with local and state law enforcement agencies in matters of mutual concern.
- Instructs Public Safety & Security personnel in the proper technique of monitoring electronic alarm devices, investigation procedures, report writing, law enforcement, and other matters normally required of safety and security officers.
• Trains and monitors safety and security personnel to ensure the maintenance of classified information pertaining to investigations of accidents and criminal acts.
• Works closely with the Vice President for Student Affairs & Enrollment Management and Human Resources in matters related to employee safety and security. Confers with senior administration of the University to implement policies and determine the need for programs.
• Serves on the Safety Committee and other committees as required by the Vice President.
• Performs other duties as may be required to provide an alert and capable security force to meet the needs of the University.
• All other relevant duties as assigned.

**Working Conditions:**
Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes.