



## NOTICE OF VACANCY

### Chief of Police

**REPORTS TO:** Vice President of Administrative and Student Services

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Chief of Police will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Chief of Police serves as the main contact for the College and its campus communities relating to matters of public safety and law enforcement in accordance with College Policies, and federal, state, and local laws, statutes, and regulations. Specifically, serve as the Chief of College Police and oversee all College police operations, compliance, reporting, and emergency response. The Chief of Police is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting, and budgeting for all aspects of the police department. This position is primarily focused on directing, coaching, developing, and evaluating. The Chief develops, administers, assesses and refines programs and policies to ensure a safe, secure educational, living and working environment. The Chief provides proactive leadership in the areas of threat assessment and emergency response planning. In addition, the Chief cultivates partnerships with local law enforcement agencies and performs related duties as required to meet organizational needs.

More specifically, the Chief of Police is responsible for the following:

### DUTIES AND RESPONSIBILITIES

- Coordinate first response activities with local emergency agencies and campus administration.
- Develop and manage a discipline, professional, and skilled campus police department.
- Develop and manage the annual operating budget of the department ensuring all expenditure of funds and recordkeeping are in compliance with college policies and procedures.
- Directs the operations of the communications center, all public safety radio systems, and fire and security alarms, all emergency telephones, all department records and law enforcement reports, management systems, and computer aided dispatch systems.
- Ensures that all officers complete formal requirements to remain certified as required by their positions and provide high quality service to the MDCC community.

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## **DUTIES AND RESPONSIBILITIES (cont.)**

- Implement and oversee enforcement of established procedures when responding to emergencies and contact emergency agencies as necessary.
  - Keep current in his/her area(s) of responsibility, including full understanding of all federal, state, and local law enforcement, public safety, and emergency compliance requirements and best practices.
  - Maintain and develop open lines of communication with the campus community for the promotion, function, and improvement of safety, security, and parking programs.
  - Maintain log and summary information to compile reports and notifications as required by the Clery Act.
  - Manage the operation of proper training of law enforcement and public safety personnel and ensure individual compliance with State licensing requirements.
  - Manage, regulate, and certify the proper issuance of firearms for campus police.
  - Must develop proactive measures to oversee compliance, safety, and security for off campus housing and on campus residence halls.
  - Oversee and manage security related equipment such as CCTV, walkie-talkie, flashlights, batons, handcuffs, fire and burglar alarms, and other video, safety and protective equipment.
  - Oversee and manage the schedule for all law enforcement and public safety personnel.
  - Oversee the conduct of all initial and follow-up investigations of potential criminal violations to ensure completeness, professionalism, and conformance with constitutional mandates and recognized professional standards.
  - Oversee the development and implementation of regularly scheduled all-hazard emergency response training exercises for all MDCC facilities, personnel and students.
  - Prepares the Annual Campus Crime Report and other written reports as necessary.
  - Protecting the safety and property of students, faculty and staff.
  - Provide assistance in the event of an emergency or natural disaster; provide first aid assistance as needed for both employees and visitors.
  - Provide on-going coordination and communication between college and area law enforcement agencies.
  - Recommend additions and revisions to board policies regarding safety and security.
  - Recruits, trains, motivates, and evaluates department personnel to ensure that the department is staffed with highly competent officers.
  - Serve as the official spokesperson for the police department in response to media inquiries when needed.
  - Work in collaboration with Title IX Coordinator.
  - Perform other related duties and responsibilities as assigned by the Dean of Student Services, Vice President of Administrative and Student Services, and/or President
- ### **MANDATORY REQUIREMENTS**

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- Associate's degree in Criminal Justice, Law Enforcement or related field (*or working towards an Associate's degree*).
- Applicant must be qualified to carry a weapon and maintain the qualification to carry a firearm. Also, upon hiring, officers must qualify with at least a score of 80% on the firearms performance test.
- Certified by Federal Emergency Management Agency (FEMA) in ICS: 100, 200, 300, and 400 and IS: 700 and 800 (or their equivalents for law enforcement) prior to appointment to the position.
- Excellent oral and written communication skills in order to carry out the duties of the Chief of Police and to communicate effectively with students, faculty and staff and other law enforcement agencies.
- Five (5) years of supervisory experience at increasing levels of responsibility beyond mere first-line supervisor (i.e., Commander, Captain, Lieutenant, etc.).
- Most possess or obtain Basic and Executive Training Law Enforcement certifications.
- Must pass the physical requirements of the state as well as the standard psychiatric test
- Must successfully complete MDCC Crisis Response Plan training upon hire.
- Police Officer Standards and Training Certification (POST "A") required.
- Ten (10) years of full-time experience in law enforcement, with preference for a wide variety of police experience including but not limited to uniform patrol, community oriented policing, criminal investigations, police tactics, policy development, budgeting, strategic planning, emergency management and incident command in an urban and/or diverse suburban or college setting.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Criminal Justice, Law Enforcement or related field.
- Experience with diverse populations of students.
- Fifteen (15) years of full-time experience in law enforcement.
- Knowledge of a higher educational system, especially community college atmosphere.
- Knowledge of courtroom procedures and laws.
- Ten (10) years of supervisory experience at increasing levels of responsibility beyond mere first-line supervisor (i.e., Commander, Captain, Lieutenant, etc.).

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to interact positively and effectively with faculty/staff, administrators, students, and visitors of the college.
- Ability to maintain confidentiality.
- Ability to multi-task effectively.
- Demonstrated ability to supervise employees in a multi-campus college setting.
- Demonstrated computer skills and use of technology.

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## **KNOWLEDGE AND SKILLS REQUIRED (cont.)**

- Effectively supervise others.
- Knowledge of Title IX regulations.
- Must be able to maintain a flexible schedule.
- Must be familiar with Statutory References Model Forms for Criminal Affidavits and Warrants.
- Must be skilled in operating a personal computer to access e-mail, electronic calendars, and other basic software.
- Must have experience demonstrating the ability to handle diverse situations and a diverse population of people utilizing exceptional interpersonal skills.
- Must possess a knowledge of first aid procedures.
- Must possess physical, visual, and hearing capabilities to perform law enforcement duties.
- Must possess the ability to establish and maintain contacts with city, county, state and federal law enforcement personnel.
- Possess strong organizational and time management skills.
- Understand, establish, and maintain positive working relationships with diverse groups including faculty, students, administrators, supervisors, support staff, and outside organizations.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, run, or sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. This job is inherently dangerous and presents substantial risk to life and limbs.

The employee must regularly lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen, sitting, and/or walking. This position may require travel and may require working evenings and weekends including holidays. Applicant must be able to work available schedule/hours to meet operational needs and be flexible to meet the emergency needs of the college.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

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## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. *Unofficial* College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

**Internal/External – October 1, 2024 at 5:00 P.M.**

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