

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**Position Title**  
Director of Public Safety

**Grade**  
6

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**Organizational Unit**  
Student Affairs

**Reports to**  
Vice President of Student Affairs  
& Senior Diversity Officer

**Approved by**  
Board of Trustees  
April 15, 2021

### **SUMMARY**

Responsible to the Vice President of Student Affairs & Senior Diversity Officer for the development, implementation and management of the campus safety and law enforcement programs of the College; including the protection of persons and property on campus, safety and security planning for the campus and College satellite locations, compliance with applicable laws, rules and regulations, supervision of department peace officers and civilian staff, and acting as the primary liaison with local law enforcement agencies, courts and the County District Attorney's Office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for developing, implementing, managing and making recommendations to the College for improving the safety and security program for the protection of persons and property, and ensuring that College safety and security programs and policies are compliant with applicable federal, state and local laws, rules and regulations. This responsibility includes all College properties.
2. Responsible for the development, implementation, ongoing maintenance and enforcement of Department of Campus Police operational policies, procedures and guidelines in order to ensure quality and consistency of safety and law enforcement services, and compliance with federal, state and local laws, rules and regulations.
3. Responsible for the annual collection and compilation of applicable Clery data and acts as the Campus Safety Survey Administrator to report said data to the United States Department of Education on an annual basis. Creates, maintains and disseminates the College Annual Security and Fire Safety Report in compliance with applicable Clery Law.
4. Implement, coordinate and manage required law enforcement specific technological programs required for departmental function and interface with various state and county agencies/offices, including but not limited to, TraCS, Spillman, NetMotion, Axon Sync and departmental body worn camera storage and retention systems.
5. Establishes and maintains necessary and appropriate contacts with local law enforcement agencies, first responder agencies (fire, EMS), courts and representatives from the Tompkins County District Attorney's Office.
6. Establishes and maintains appropriate Memorandums of Understanding with local law enforcement agencies in accordance with applicable federal, state and local laws, rules and regulations.

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7. Coordinates and participates in the response to campus emergencies. Responsible for acting as the College's liaison with federal, state, and local law enforcement and safety officials during emergencies. Responsible for making appropriate emergency and timely notifications in compliance with applicable federal and state laws, rules and regulations.
8. Oversees and directs the enforcement of federal and state laws on campus, as well as College rules and policies. Oversees criminal investigations and directly participates in the investigatory process of more serious criminal incidents (e.g., violent felony offenses, sex offenses, etc.).
9. Coordinates and oversees the annual training of sworn department staff to ensure compliance with applicable federal and state laws, rules and requirements.
10. Provides staff support to the Campus Safety Advisory Committee, and uses input from this committee to improve safety and security operations of the College.
11. Develops, implements, and supervises a crime prevention program to assure the safety and security of persons and property on all College facilities.
12. Directs the staff of the Campus Police Department. Assures effective use of human resources by coordinating hiring, training, scheduling, evaluating, counselling, disciplining, and any other administrative actions required for the effective function of the department. Conducts all personnel matters in accordance with federal, state and local laws, regulations, and collective bargaining agreements.
13. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
14. Serves on various College committees and performs other job related tasks as assigned.

### **SUPERVISION**

Types Supervised (check each category):

- Classified Staff  
 Administrative  
 Faculty  
 Adjunct faculty, students, etc.

Indicate number of direct reports in each category:

- 7-9 # of Classified Staff  
\_\_\_\_\_ # of Administrative  
\_\_\_\_\_ # of Faculty  
\_\_\_\_\_ # of Adj. faculty, students, etc.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree and a minimum of ten years of experience in the field of law enforcement, at least three years of which must have been in a supervisory capacity. Must be certified and maintain certification as a campus peace officer or police officer in New York State; New York State DCJS Supervisory certification and possess a valid New York State driver's license.

### **PREFERRED QUALIFICATIONS**

College law enforcement and college supervisory experience.