

DEPARTMENT OVERVIEW & POSITION SUMMARY:

Supervise College Police Officers and dispatchers, oversee and provide assistance and direction to shift as needed based on shift assignment, provide input on evaluations based on personal observations and appropriate records, identifies, develops and assists in implementing various training and crime prevention programs for departmental and other staff members, manages investigations and acts as a liaison to municipal, state, federal, and other campus law enforcement agencies, performs other duties as required. Lieutenant is on call twenty-four hours a day for emergencies and other critical situations.

REPORTS TO: Deputy Chief of Police

SUPERVISION EXERCISED: Public Safety Department personnel of all subordinate grades.

During the assigned shift, the Lieutenant assumes the responsibility of the department of public safety in the absence of the Director and Deputy Chief.

SALARY: \$82,000 - \$87,000

Position is governed by the APA collective bargaining agreement.

AVAILABLE SHIFTS: Hours and shifts to be determined.

KEY RESPONSIBILITIES

ESSENTIAL JOB DUTIES:

- Plans, supervises, and coordinates shift operations. Assigns tasks and plans duties for subordinate personnel.
- Briefs officers at the start of shift and routinely meets with, inspects, and instructs officers during shift.
- Responds to major incidents on and off duty hours and will assume responsibility for completion of all necessary public safety and police functions for shift operations.
- Supervises operations at special events on campus to ensure the preservation of, the security of the MassArt community, and compliance with college event policies.
- Plans and Executes special assignments relative to police work and the administration of the Public Safety Department as required.
- Conducts investigations
- Enforces applicable college, local, State and Federal statutes.
- Enforces applicable MassArt rules and regulations involving the safety and security of the college community.
- Routinely briefs the Chief/Deputy Chief and other college administrators when appropriate and according to established standard operating procedures. Prepares written reports as required.
- Performs all the duties required of a police officer on campus, including uniformed foot patrol as well as operation of department motor vehicles
- Participates in activities arranged or authorized by the Department involving crime prevention and outreach programs for students and other members of the community
- Assists, develops and conducts training for staff regarding policies and procedures.
- Perform all other duties as assigned or required by law or by proper authority.

REQUIRED MINIMUM QUALIFICATIONS:

- Eligible for POST-C appointment as a police officer
- Eligibility for appointment as a Massachusetts Special State Police Officer. This includes graduation from a full-time Massachusetts Police Academy, Massachusetts State Police Academy or Bridge Academy.
- At least three to five (3-5) years' experience on a campus law enforcement department or other equivalent police force.
- Ability to pass a comprehensive background check review. Including drug/alcohol screening and physical and psychological assessment arranged under the auspices of the Campus Police Department and remain physically able to perform the essential functions of the job as it relates to physical and mental ability to perform the role.
- Must possess a valid driver's license and be in good standing.
- Must possess at time of hire, or obtain during the employee's probationary period, certifications in CPR, First Aid, and Automated External Defibrillator (AED) operation.
- Must possess at time of hire, or obtain within the first six (6) months of employment, certification for operation of Criminal Justice Information System (CJIS) computer.
- Possess a valid Massachusetts license to carry a firearm, or be able to obtain in order to receive SSPO powers under chapter 22C section 63.

ADDITIONAL REQUIREMENTS:

- Bachelor's or an Associate's degree with a major in criminal justice or related field or the equivalent number of credits earned towards a bachelor's degree in criminal justice or related field from a four (4) year institution. Work experience in policing and/or related field may be substituted at the discretion of the hiring authority for educational requirements.
- Must have experience working with diverse populations and have the ability to deal with young adults, faculty, and staff in a multicultural, multiracial environment.
- Ability to work varied work schedules and shifts based on assignment and the needs of the department/university.
- Demonstrated ability as a strong, clear, concise communicator both verbally and in writing.
- Computer literacy relative to the Department's technology including word processing, ID equipment, various alarm systems, and other security related software and hardware.
- Thorough knowledge and understanding of state law, rules, regulations and ability to interpret new laws, rules and regulations correctly and accurately is required.
- Demonstrated commitment in working with diverse populations and furthering diversity, equity, and inclusion in the workplace.

ADDITIONAL CONSIDERATIONS:

- Previous experience in Higher Education
- Prior Public Safety experience in a union setting
- Ability to complete specialty training applicable to campus law enforcement, including but not limited to first responder training, crime prevention, RAD training, instructor certifications in law enforcement and related disciplines preferred.

- Experience presenting to small and large groups

WORKING CONDITIONS:

The physical requirements of the position will be discussed with the candidate at the job interview.

- Ability to perform duties with or without reasonable accommodation.
- This position will be a swing shift position as assigned by the Chief of Police.
- A flexible schedule may be considered, however the work will be mainly nights and weekends.
- Occasional off-shift work required.
- Occasional attendance at off-shift meetings and training sessions required.