

DEPARTMENT OVERVIEW & POSITION SUMMARY:

This is a new position added to enhance the command staff to help grow and professionalize the department. Deputy Chief of Patrol Operations will be responsible for the daily operation of Massachusetts College of Art and Design (MassArt) Department of Public Safety (DPS). Must be flexible, think outside of the traditional concept of law enforcement, and willing to work closely with the community to engage in difficult conversations to make the department better. This position must remain knowledgeable in areas of the Clery Act, Title IX, NIMS and ICS as they relate to campus law enforcement, security, and emergency related services

DPS consists of approximately 30 members including unarmed police, in-house security and civilian positions. The Department is looking for an enthusiastic individual who is ready to be a part of the change in campus policing and public safety. This position will be working to bring law enforcement and security services to the college by building an excellent foundation for growth.

REPORTS TO: Police Chief

SUPERVISION EXERCISED: Supervise the day-to-day operations of the Public Safety Department, and serve as the commander on duty in the absence of the Chief and/or the Deputy Chief.

SALARY: \$95,000 - \$105,000, Hours and shifts to be determined.

Position is governed by the APA collective bargaining agreement

KEY RESPONSIBILITIES

ESSENTIAL JOB DUTIES:

- Ensures efficient and effective routine daily operation of the Department of Public Safety
- Ensures compliance with the Campus Safety, Jeanne Clery Act including reviewing and/or sending timely warnings and emergency notifications to the community as needed.
- Maintains positive liaison with all other College Departments, administrators, student groups, external community stakeholders and other law enforcement agencies.
- May institute temporary orders, procedures, and instructions to the staff as necessary.
- Works with Student Development and other members of the community to oversee community policing opportunities and events.
- Remains familiar with current issues relating to campus public safety issues including crime prevention, investigatory practices, supervisory and patrol functions.
- Reviews, develops, implements, and recommends training programs; presents ongoing in-service training to staff periodically.
- Assist, advise and/or train supervisors to follow through, compile complete information and document all counseling and disciplinary actions in accordance with policy and POST-C
- Assist with the development of policies and procedures ensuring that every member of the department understands and follows these documents.
- Collaborates with the campus community, both internal and external in developing and maintaining active crime prevention programs, community policing objectives, directed patrol, parking and traffic priorities, investigative processes, positive community relations and accurate reporting and statistics.
- Responsible for event pre-planning including submitting written operational plans for major

events

- Investigates complaints relating to department performance, takes corrective action, and initiates discipline in conjunction with the Chief of Police, Human Resources and working with the union when applicable.
- Developing a process to insure certification, decertification, suspension and retraining in accordance with certification process for police officers, as well as processes for decertification, suspension of certification, and retraining in accordance with Massachusetts Peace Officer Standards and Training (POST) Commission.
- Reads, interprets, applies and explains applicable State and Federal laws and regulations
- Responsible for oversight of evidence and property such as lost and found.
- Work with facilities and project management to identify safety issues and post detail officers where applicable
- Create periodic update reports for administration
- Responsible for ensuring the safety of the college environment by maximizing the patrol staff's attention on the community's needs to their safety and security concerns.
- Review cases and log entries daily
- Manages the active and on-going assessments of the community oriented policing programs and initiatives.
- Handles communication between command staff and officers with daily, weekly and/or periodic briefings.
- Meet regularly with the team to promote team building, resolve issues, and exchange ideas for improvement.
- Set goals and follow through with team to insure direction is appropriate to achieve desired results

REQUIRED MINIMUM QUALIFICATIONS:

- Ability to be certified by Massachusetts Peace Officer Standards and Training Commission (POST-C)
- Ability to obtain and keep Special State Police Officer (SSPO) powers through MGL Chapter 22c S 63
- Bachelor's Degree in a related field of study
- Seven years of related experience, at least two of which must be at a supervisory level.
- Must possess a valid driver's license and be in good standing.
- 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.
- 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 at time of hire, or obtain one within the first six months of employment, , certifications in CPR, First Aid, and Automated External Defibrillator (AED) operation
- Experience with internal investigations
- Experience with handling all aspects of Public Safety Training
- Excellent attention to detail
- Excellent written and oral communications skills,
- Ability to understand provisions of laws, rules, regulations, policies, procedures
- Excellent customer service skills

- Ability to clearly read, write, and speak the English Language
- Ability to make quick decisions in a fast paced, multi-tasking environment
- Ability to follow written and oral instructions
- Ability to gather information through questioning individuals and by examining records and documents.
- Ability to work effectively working with the administration, faculty, staff and students
- Ability to deal tactfully and confidently with others
- Ability to command, control, and adjust to changing situations to meet emergency needs
- Ability to maintain a calm manner, make decisions and act quickly in stressful and emergency situations.
- Ability to work independently
- Ability to exercise sound judgment
- Demonstrates a positive image, attitude, and professional demeanor

PREFERRED QUALIFICATIONS:

- Master's degree in criminal justice or related field
- Preference will be given to applicants that possess campus law enforcement experience.
- Demonstrated ability to handle sensitive information, maintain confidentiality, and exercise sound professional judgment
- Proficiency in WordPress and the Microsoft Office applications
- Excellent interpersonal, writing and verbal communication skills, ability to work independently and manage multiple assignments simultaneously
- Ability to work in a fast paced and stressful environment and meet deadlines
- Must be team oriented, have excellent organizational skills, and attention to detail.
- Demonstrated commitment in working with diverse populations and furthering diversity, equity, and inclusion in the workplace.
- Demonstrated knowledge and ability to use computerized data management systems including Banner, HR/CMS, CJIS, Report Exec, Access Control Systems and Camera Systems
- Prior related work experience in a College or University
- Adept with leadership principles and training subordinates to grow into excellent leaders.
- Commitment to 21st Century policing
- Experience working in a union environment
- Experience working with security officers
- Familiarity with the court system in Massachusetts
- Strong knowledge of related computer programs and technology
- Experience with closed captioned camera operation and access software
- Analytic ability required in order to gather and interpret data
- Ability to work accurately with names, numbers, codes, and/or symbols,
- Encourages, supports, mentors, and shows respect for members of the department and the community at large.
- Recognizes when to be flexible or firm
- Creative in developing and implementing new ideas and concepts
- Encourages and facilitates development and advancement of others

