

Position: Chief of Police and Public Safety
Department of Public Safety and Security

Spring Hill College is a four year Jesuit Catholic college located at 4000 Dauphin Street, in Mobile, Alabama. Spring Hill College is located in one of Mobile's safest neighborhoods, bordered by Dauphin Street to the south, and Old Shell Road to the north. Portier Lane and the Avenue of the Oaks are two public streets that are on Spring Hill College's campus. The main campus rests on a 381-acre site consisting of eleven residence halls that can house up to 1180 residents, a student center that houses a dining, spirit store and campus life offices, an athletic center, a theater, a library, two chapels, classrooms, athletic fields, an 18-hole golf course, and several other buildings.

Spring Hill College is committed to providing a safe living and learning community for its students, faculty, staff and visitors. Our goal is to create a customer friendly environment that focuses on crime prevention and problem solving through awareness and education. By working together, we can create a safer and more secure campus for the Spring Hill College community. The Spring Hill College Department of Public Safety is staffed with trained professional police, public safety officers, and communication dispatchers. The mission of Spring Hill College's Department of Public Safety is to promote the intellectual, social, spiritual, physical and recreational aspects of students' lives while providing a safe and secure environment. Spring Hill College's crime prevention and security programs nurture the personal growth of students with the goal of assisting students to develop into responsible citizens consistent with the teachings and traditions of Spring Hill College as a Jesuit, Catholic institution.

Summary Description: This is a full-time, fiscal year position reporting to the Associate Vice President for Culture and Community. The Chief of Police and Public Safety is responsible for planning, organizing, implementing, and directing the law enforcement and public safety functions of Spring Hill College. Serves as the Chief law enforcement officer of the College responsible for protecting life and property, enforcing all state and local laws and college regulations, preventing crime, and preserving order. Responsible for campus wide safety and security policies and procedures.

Description of Duties/Responsibilities:

Essential Functions

1. Serve as the main contact for the college and campus community relating to matters of public safety and law enforcement
2. Oversee and ensure the effective planning, organizing, staffing, directing, coordinating and budgeting of the department.
3. Oversees all college police and public safety operations, threat assessment, compliance, reporting and emergency response through crime prevention activities, patrols, investigations and community policing
4. Ensure all officers and staff maintain required certification and mandatory training hours
5. Coordinate maintenance of police vehicles and the property room for storage of weapons, contraband, etc..
6. Custodian of criminal reports, incident reports, investigative reports, traffic accident reports and arrest record information
7. Ensure that the department follows federal and state laws related to law enforcement and college compliance standards
8. Collaborate with campus partners to develop campus outreach, education, and prevention programs related to public safety

9. Establish, maintain and cultivate liaisons with college departments, police chiefs, local law enforcement agencies, emergency managers and the surrounding community
10. Prepare and publish all reports required by local, state, federal agencies
11. Develop, coordinate and manage Public Safety's response to special events on campus
12. Manage all vehicular traffic related programs to include traffic flow, traffic and parking signs, campus parking, vehicle decal program, violation notices, and fine collection compliance process
13. Performs duties of police and security officers as needed.
14. Be available for on call needs 24/7
15. Other additional duties as assigned

Required Knowledge, Skills, and Abilities:

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Knowledge of methods and procedures related to public safety activities, including patrol, crime prevention, criminal investigation, traffic control, and emergency operations.
3. Ability to plan, organize and administer a comprehensive police program.
4. Strong interpersonal skills and ability to build strong relationships and trust with students, faculty, staff and community to allow for open communication.
5. Budget experience.
6. Must be able to carry out physical activities of law enforcement and public safety; able to perform duties on foot and vehicle as needed.
7. Working knowledge of Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Title IX, OSHA regulations and Alabama Fire Code.
8. Computer technical skills; ability to prepare computer generated reports in timely manner
9. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and the democratic political process.
10. Demonstrated analytical and problem-solving skills
11. Excellent verbal, written, and interpersonal communications skills.
12. Ability to react quickly and calmly in emergency situations and to determine proper course of action.
13. Ability to enforce laws firmly, tactfully and with respect for the rights of others.
14. Ability to lift and transport objects or equipment weighing up to 50 pounds, including traffic barricades and fire extinguishers.
15. Ability to stand for long periods of time.
16. Trained in cultural competencies, appreciate a variety of diverse characteristics and are committed to the mission of providing professional law enforcement, effective emergency response, crime & incident reduction and community outreach & education.
17. Ability to successfully complete complete CPR, Basic First Aid, and AED training.

Qualification Standards:

Education: Bachelor's degree in Law Enforcement, Police Administration, Criminal Justice, Business Administration, or related field from an accredited college or university.

Experience: A minimum of five years' experience in including supervisory experience, in law

enforcement, public safety or related fields.

Preferred Qualifications: Work experience in the field of higher education is preferred.

Certification and Licenses: Certified Law Enforcement Officer by the Alabama Peace Officers Standards and Training Commission (APOST); Motor vehicle license valid in the State of Alabama and subject to approval from Spring Hill College's automobile insurance carrier. Current certification for Adult/Child cardiopulmonary resuscitation (CPR), First Aid and Automatic External Defibrillators (AED) is required.

Other Qualifications: Must be willing to submit to background checks and all applicable drug testing.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

Please send resume to ycaonguyen@shc.edu or smark@shc.edu