

Job Title: Director of Campus Safety and Security
Reports to: Dean of Student Services
Terms: Full time 12 month position

A. Job Summary:

This position is responsible for management of all aspects of safety and security operations at all College properties; the faculty, staff, student body, guests, and visitors while on campus. This position will work for and with the Dean of Student Services and the College President to ensure that situations are appropriately addressed and expectations for security and personal safety are achieved. Duties include planning, supervising, and coordinating security operations on a 24-hour basis; investigating and reporting on all security and safety issues to the Dean of Student Services.

B. Essential Functions:

- Analyzes, makes decisions, and assumes responsibility for the safety and security plan for the campus on a 24 hour per day and seven day a week basis. Security plan includes determining security personnel schedules, determining appropriate security responses to incidents, monitoring and protecting facilities and assets, reporting on incidents, investigating incidents and following through with Dean of Student Services and law enforcement authorities, managing the campus during emergency situations, and monitoring the campus during inclement weather and other periods when the College is closed.
- Enforces state laws and the Student Code of Conduct of the College at the campus, which may include making a determination to immediately remove an individual from campus.
- Responds to incidents on campus, determines actions to take, and documents a complete written record of the incidents to meet federal and College reporting requirements. Also provides immediate verbal updates of serious incidents to the Dean of Student Services.
- Maintains Clery Act and other Federal, State and local reports relative to the College District.
- Is responsible for enacting the College's emergency response and evacuation plan in fire incidents, bomb threats, hazardous materials incidents, natural disasters, inclement weather, infrastructure failures, and acts of terror. Serves as the representative for the college in charge of the scene in these incidents. Advises whether the Dean of Student Services and/or the College President should close the campus as a result of the event. Also serves as the College's official contact with community fire departments and law enforcement agencies in these incidents and keeps the Dean of Student Services and/or the College President apprised of the situations.
- Managing and supervising safety and security personnel on campus which includes

determining their deployment, developing shift assignments, ensuring substitute coverage is available for absences, and monitoring performance of personnel.

- Provides training for faculty and staff on all security-related issues.
- Provides information to students, faculty, staff, and the general public regarding security issues.
- Be familiar with emergency procedures and be prepared to take charge in emergency situations.
- Keeps training up to date for security officers.
- Coordinates access of campus buildings and classrooms.
- Maintains careful surveillance of the physical plant and report needed maintenance to proper departments.
- Evaluates weekly the operation of security devices and equipment at the campus and ensures appropriate repairs are made.
- Performs weekly-unannounced inspections of each unit and immediately fine those residents in rooms that are not up to standards.
- Attends meetings of the Residence Life Staff along with resident advisors. Maintain close contact with resident advisors.
- Patrol areas of buildings, parking lots, and grounds to assure safety and security of students, faculty, staff and other persons on campus and to provide safety and security of college property and grounds. Including any incident of visitor, driver, or employee actions which could result in injury or loss to college or employee.
- Make scheduled tours of buildings and grounds by vehicle or walking to ensure security, and watch for conditions that could result in injury or loss due to fire, water leakage, spills, or sewage backup.
- Report to the Dean of Student Services and/or College President any unusual or suspicious conditions detected.
- Check coolers and freezers in cafeteria on tours of duty. Notify cafeteria manager if malfunction occurs and cannot be corrected by resetting breaker.
- Create, implement, and administer an active Safety Committee
- Maintain current certifications and training.
- Maintain a good working relationship with local police and sheriff's offices, including DPS assigned personnel.
- Be familiar with and enforce college policies and regulations.

- Be familiar with the Federal Education Right to Privacy Act and do not release information protected by the act.
- Must maintain confidentiality in all matters concerning students, faculty and staff. Only providing information on a need to know bases.
- Professional judgment, discretion, and positive relations with students, faculty, staff, and visitors.
- Required to be collegial, respectful and professional with faculty, staff and students at all times.
- Workplace attendance is essential for job function.
- Ability to work full time is essential.
- Perform other duties as assigned by the Dean of Student Services or the College President.

C. Knowledge, Skills, and Abilities:

- Possess superior planning and supervisory skills.
- Maintain tact and professionalism when dealing with students and the public.
- Thorough understanding of student apartment management, college policies, and procedures.
- Knowledge of ADA principles and guidelines.
- Basic computer knowledge.
- Ability to maintain confidentiality in matters concerning students, faculty & staff.

D. Training and Experience:

- Experience in conflict resolution procedures.
- Understanding of cultural diversity.

E. Qualifications:

- Education or experience equal to an Associate's degree in student services related area.
- Certification as a Commissioned Peace Officer, in good standing, and clear commission with TCOLE preferred.

- Demonstrated appropriate professional judgment.
- Keen discretion.
- Positive relations with students and supervisor.

Salary – Upper \$40,000's

Revised 5/21/19