



## **HARRIS-STOWE STATE UNIVERSITY**

### **POSITION VACANCY NOTICE**

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#### **DIRECTOR OF PUBLIC SAFETY**

##### **OVERVIEW:**

Harris-Stowe State University invites applications for the Director of Public Safety. This position is responsible for the direction and administration of the Department of Public Safety including strategic development, fiscal management and development of policies and procedures. The Director of Public Safety is responsible for providing a community-oriented campus public safety program. The candidate must be instrumental with fostering collaborations and is the primary liaison with all local, and federal law enforcement agencies. The candidate is responsible for maintaining and reporting all federally mandated information, including the annual Jeanne Celery Disclosure of Campus Security Policy and Crime Statistics Act Report, Daily Crime and Fire Log, and Timely Warnings. The successful candidate will have the ability to supervise and lead a 24/7 operation and be subject to 24 hour call back for emergencies

##### **RESPONSIBILITIES:**

- Develop and enforce campus public safety policies and procedures as well as goals, objectives, and priorities for the Department of Public Safety
- Works with other departments to design security programs for activities and events on campus
- Recruits, hires, trains, and supervises security staff, including reviewing reports, duty logs, and printed patrol rounds.
- Assist designated individuals responsible for compliance with OSHA, ADA, Title IX and other federal, state, and local regulations.
- Provides supervision and leadership to promote proficiency, morale, and a continuous professional image
- Develops positive working relationships with local laws enforcement and other emergency responders. Communicate externally with local municipal, county, state, and federal law enforcement agencies as required.
- Assists with maintaining positive relationships with members of the greater St. Louis community, e.g. business district.
- Supports student education and development as a member of the Student Affairs division.
- Develops relationships with contract security companies to augment Harris-Stowe State University Department of Public Safety when needed.
- Ensures compliance with the "Jeanne Cleary Disclosure of Campus Policy and Crime Statistics Act" and the "Drug Free Schools and Communities Act", to include revisions, statistical data gathering, analysis, and publication of materials.
- Investigates reported incident of violations of university policies and local, state, and federal laws in conjunction with the Division of Student Affairs and implement crime prevention programs.
- Responsible for parking and traffic control on campus.
- In conjunction with physical properties, completes annual test and inspection, through alarm monitoring company, of all monitored fire alarm equipment on university campus.
- Develops disaster/emergency/crisis preparedness, response, and recovery plans and directs the implementation of said procedures.

- Serves as member of the university's Behavioral Intervention Team (BIT), Crisis Response Team (CRT) and the Campus Emergency Operations Team (CEOT), and Title IX Team.
- Handles all information with tact and confidentially
- Perform other duties as assigned by Dean of Student Success

**QUALIFICATIONS:**

- Must have a Missouri Police Officer Certification as required by Missouri Department of Public Safety with Bachelor degree in Law Enforcement, Criminal Justice, or related area required. Candidate must possess a valid driver's license and be licensed to/be eligible to carry a firearm through the Watchman's Division, St. Louis County Private Security Section. Prior supervisory experience in a campus safety, security, law enforcement or military police environment is required. Experience in higher education and student affairs is highly desirable. Candidate must be CPR, AED, and First Aid certified within 6 months of being hired. Ability to exercise appropriate human relations skills in the university environment.

**PREFERRED QUALIFICATIONS:**

- Masters in related field is desirable, along with experience as Lieutenant or above, Director of Public Safety, or a minimum of 5 years of progressively responsible experience as a senior manager. Demonstrated experience managing campus emergency preparedness activities are highly preferred.

**PHYSICAL REQUIREMENTS:**

- Ability to carry heavy equipment (up to 50 lbs.).
- May occasionally be required to physically subdue combative subjects, must maintain an appropriate level of physical ability accordingly.
- Occasional stress may occur from high volume of activities, peak times and deadlines.
- Must be highly visible throughout the campus.

**Salary commensurate with experience. Excellent benefits package.**

**Applications will be accepted until filled.**

**Applicants should submit a cover letter summarizing their qualifications and experiences, resume, official transcripts, and a list of three professional references to:**

**Harris-Stowe State University  
Office of Human Resources  
3026 Laclede Avenue  
St. Louis, MO 63103  
314-340-3340  
FAX: 314-340-3395**

**Applications may be downloaded from our web site [www.hssu.edu](http://www.hssu.edu)**

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