



Human Resources Office
POSITION OPEN

October 1, 2010

EXTERNAL

Title: Chief of Police
Position Number: EP 244
Hours: 40 Hours/52 Weeks
Annualized salary: Meet and Confer-Grade 16 \$92,064
Reports to: Vice President of Business and Financial Services

MAJOR JOB RESPONSIBILITIES

- Direct and coordinate College security, safety and protection programs to include traffic control, patrolling of physical property; enforcement of statutes and College regulations, crime prevention and investigation of accidents, injuries and criminal acts.
- Direct, supervise and train GRCC Police Personnel. Update MCOLES through new data base process of all officer training.
- Develop and implement operational standards, policies and procedures for the safety and security of the College property, students, staff and visitors.
- Maintain positive public relations with students, staff, visitors, community members, and law enforcement agencies.
- Work with businesses and agencies that surround the College in order to ensure open communication and cooperation on issues that affect smooth operation of both businesses.
- Assist in the development and maintenance of an emergency and disaster plan for the College.
- Remain current with issues pertinent to GRCC Police and law enforcement in general.
- Supervise, review and revise, as needed, all campus tornado, fire and building emergency procedures.
- Provide leadership and direction for the Department and the College's involvement with State and Local law enforcement partnerships.
- Other duties as directed by immediate Supervisor.

ESSENTIAL FUNCTIONS

- Maintain proper records and documentation for all GRCC Police functions.
- Provide a climate of cooperation with and maintain working relationships with area law enforcement agencies including local, state and federal in the criminal justice system.
- Advise and work with colleagues in departments throughout the campus concerning proper security and safety procedures.
- Oversee and/or supervise all investigations relating to crime or other incidents reported to GRCC Campus Police.
- Collect information and publish monthly crime statistics in accordance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998, and the Uniform Crime Report for the State and Federal government.
- Maintain adequate staffing levels and oversee department budget and appropriate expenditures of department funds.
- Maintain a knowledge base of the location of all Hazardous Materials Right-To-Know Centers on campus.
- Oversee parking operations including policies, procedures, budget for campus wide parking system, including upkeep of equipment and Ellis parking employees.
- Serve as a member of the Emergency Planning Team, Risk Management Committee, and participate in New Employee Orientation Program.
- Terminal Agency Coordinator that acts as a liaison with the LEIN Field Services Section of the Michigan State Police.
- Oversee campus-wide building key distribution and access systems including alarm codes and cards.
- Write job descriptions, job postings, interview, hire and evaluate personnel assigned to the GRCC Police Department.
- Coordinate training efforts with the Grand Rapids fire Department, complying with State-mandated fire drills.
- Maintain proper and accurate records for yearly audit by the Michigan State Police of LEIN activity.

- Access and run record checks for all:
- All potential hires, for both GRCC students and staff
- Ellis Parking Company to ensure proper placement
- All vendors operating on campus
- Fingerprint and run criminal record checks for students entering the nursing/health program as mandated by law.
- Maintain firearms qualification and efficiency (both sidearm and shotgun) by qualifying on a twice-yearly basis at the Firing Range and Obstacle Course.
- Process FOIA requests of police records.
- Report to the VP of Business & Financial Services inclement weather concerns.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor of Science Degree in Criminal Justice or related field
- Eight years of progressive responsibility in public law enforcement required including at least 5 years experience in direct supervision of a law enforcement office. Previous public safety experience in an educational institution is preferred.
- Michigan Commission on Law Enforcement Standard Certified (MCOLES)

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of current management practices, principles and processes
- Knowledge of police code standards and law enforcement standards
- Knowledge of health and safety principles
- Technical writing skills
- Computer literacy skills
- Ability to demand, ensure and maintain high standards
- Ability to work in a team environment and willingness to use quality principles and tools
- Physical ability necessary to perform the duties of a Campus Police Officer

METHOD OF APPLICATION

To apply for this position, please visit our website at www.grcc.edu/jobopportunities. Grand Rapids Community College is only accepting online applications for this position. Submit a cover letter and resume. The opportunity to apply for this position will close on October 22, 2010. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.



GRAND RAPIDS COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment. Further information may be obtained from the Director of Labor Relations, AA/EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone 616 234-3453.

MISSION

It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

VISION

Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people's lives and contributing to the vitality of the community.

ENDS POLICIES

In order to provide this region and its residents with learning opportunities which will enrich individual lives and contribute to the vitality of the community, the Grand Rapids Community College Board of Trustees sets forth, as its statement of purpose for Grand Rapids Community College, the achievement of the following ends:

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| COMMUNITY OUTREACH | The College will be involved in the community through outreach, partnerships and resources. |
| DEVELOPMENTAL EDUCATION | Students will be equipped with skills to learn and develop in order to achieve their lifelong goals. |
| DIVERSITY | This College will continue to be a force that advances an understanding of diversity for all people. |
| ENTRANCE & TRANSFER | Students will be able to enter, be successful at, and transfer beyond GRCC. |
| FLEXIBLE LEARNING | Learning opportunities will be made available through the continuing development of delivery systems. |
| LIFELONG LEARNING | The College will create opportunities for persons who want to continue, renew or enrich their learning throughout their lives. |
| WORKFORCE DEVELOPMENT | GRCC will prepare people to secure employment in all sectors of the economy, to contribute to and sustain the long-term economic viability of the community. |

In order to provide a healthier, safer learning environment for everyone, Grand Rapids Community College is a tobacco-free campus.