DIRECTOR OF CAMPUS SAFETY & AUXILIARY SERVICES

Department: Security

Reports To: Director of Campus Safety & Auxiliary Services reports to the Vice President of Administration and Finance/CFO and supervises part-time off duty and retired law enforcement personnel, one full-time Manager and Campus Communications Center/Facility Rental. This position also oversees the University Postal Center operations and non-academic chemical hygiene.

Position Summary: The Director of Security is a full-time position, who is responsible for coordinating all security matters on the campus.

Essential Responsibilities:

- Hire, train and supervise security personnel.
- Schedule daily patrol shifts.
- Record and track all criminal incidents on campus as required by the Cleary Act.
- Prepare the Annual Campus Safety and Security Report and Fire Safety Report and ensure campus circulation and website publication of the report.
- Provide and grant Salto access requests.
- Manage intrusion alarms (burglar) at buildings with active systems.
- Oversee campus-wide Security camera system.
- Manage campus-wide AED program.
- Serve as a member on the Campus Emergency Management Team.
- Maintain Fire records and conduct yearly fire drills of the Residence Halls.
- Oversee Postal Center operations.
- Help promote and monitor use of the LiveSafe application that is available for all members of North Park.
- Develop crime patterns and strategies that will alleviate these crime patterns.
- Interview and give guidance to victims of crime.
- Identify security and safety hazards on campus and methods to alleviate these hazards.
- Consult with other campus departments (esp., physical plant, computer services, campus facilities, Dean of Students, AVP of Human Resources, and Title IX Coordinator) regarding security issues, locking systems, surveillance devices, etc.
- Develop campus wide security alerts when warranted as required by the Cleary Act.
- Prepare a yearly budget.
- Develop and maintain a rapport with local Police District.
- Coordinate with local Police District any additional police support when necessary.
- Consult with local Police District and State’s Attorney Office for the purpose of charging persons arrested on campus.
- Attend court hearings and testify on behalf of the University.
- Develop and present security and safety programs for students, staff and employees.
- Communicate regularly with the Title IX Coordinator and Dean of Students regarding risky behaviors and/or incidents involving our students including matters of Title IX.
- Develop and maintain a relationship with other local colleges and universities in the area. Develop “best practices” by researching the practices of other urban institutions.
- Review and amend locking and opening schedules of the various buildings and locations on campus.
- Staff special events, as required, after consultation with the Office of Campus Facilities.
- Develop, in conjunction with the Manager, Campus Communications Center/Facility Rental, an efficient communication system for 24/7 reporting of security issues and an efficient system of dispatching security officers to respond to campus incidents/needs.
- Responsible for overseeing the campus parking enforcement, ticketing and towing on campus and developing a tracking system for violations.
- Maintain, administer and handle reservations for University owned fleet vehicles.
- The director indirectly supervises the CHO/LHO who monitors procurement, use, and proper disposal of all chemicals on campus, according to OSHA, EPA, and other federal, state, and municipal government regulations and insurance requirements.

**Essential Qualifications:**
- The director is required to be an active or retired Law Enforcement Official in good standing, with five years supervisory and command duties within law enforcement.
- Possess strong organizational and communication skills.
- The ability to effectively communicate with students, administrators, faculty and staff members, and outside constituencies.
- A proven track record showing the ability to handle and respond to situations with diplomacy and tact.
- Possess an excellent knowledge of Illinois Revised Statutes and Campus Security Act.
- Personal commitment to North Park’s mission of Christian higher education.
- Ability to handle details accurately.
- Computer literacy in Microsoft Word, Excel, Outlook
- Previous work with institutions of higher education is a plus.

**Effective Date:** 2020

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*