

DIRECTOR OF PUBLIC SAFETY – PSU \*

**Function of Job:**

Under general direction of designated official, supervise and coordinate all college safety, security and law enforcement activities to assure conformance with established prescribed standards.

**Characteristic Duties and Responsibilities:**

1. Establish department goals, objectives and regulations and direct and coordinate department functions, procedures and practices.
2. Hire, supervise, schedule, and evaluate staff.
3. Develop and manage department operational budget, analyze operating costs, and monitor expenditures.
4. Represent department with campus and community groups, especially those related to public safety.
5. Plan, organize, supervise, and assign security, safety, and/or law enforcement personnel to patrol duties.
6. Conduct and/or coordinate investigations, prepare materials for court cases, and research legal issues relevant to department.
7. Present workshops on safety and security issues for campus community.
8. Organize and direct Public Safety officers and other personnel to cover special events and various emergency situations.
9. Maintain records and reports, such as campus crime statistics and incident reports.
10. Assist and cooperate with other town, state and federal law enforcement agencies in the investigation of criminal cases and other related matters.
11. Provide professional development and oversee training programs of all department personnel.
12. Review reports submitted by personnel on all phases of security, safety or law enforcement activities.
13. Perform other related duties as directed.

**Minimum Acceptable Qualifications:**

1. Bachelor's degree in public safety, law enforcement or related area.
2. Police Officer certification.
3. Five years experience with a Public Safety agency or equivalent, including two years as a ranking officer.
4. Thorough knowledge of laws and ordinances pertaining to security, safety, or law enforcement, and law enforcement methods and procedures.
5. Ability to use firearms, radio transmitters and receivers, radar equipment, computers and vehicles.
6. Resourcefulness, tact and skill in dealing with staff, faculty, students and the general public
7. Supervisory skills.
8. Annual qualification with a minimum score of 70% in the Police Combat Practical Pistol Course based upon the Federal Bureau of Investigation and Nation Rifle Association standards for police firearms instructors.
9. Good physical condition, strength, and agility as evidenced by physical exam.
10. No criminal record other than minor motor vehicle violations.
11. Valid driver's license.
12. Deputation by the municipal authority having jurisdiction.

**Additional Desirable Qualifications:**

1. Public safety work in a college/university setting.

11-2-07  
System Approval

11-2-07  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\*Revised – original approved 6-9-00 as Director of College Police and Security - PSU