

DIRECTOR OF SAFETY/SECURITY - KSC*

Function of Job:

Under general direction of designated campus official, to supervise and coordinate all college safety/security activities to assure conformance to established prescribed standards, with primary emphasis on human safety.

Characteristic Duties and Responsibilities:

1. Hire, terminate, train, supervise and schedule work of all campus public safety officers and student assistants, as assigned.
2. Investigate reports of crimes on campus and develop a Pro-Active program to prevent future occurrences; provide assistance with investigations to law enforcement agencies, as requested.
3. Provide security coverage for all campus special events, and for all outside groups holding functions on campus.
4. Maintain and review all security records, including monthly incident reports, fire alarms and patrol reports.
5. Coordinate all security/safety services provided with Residential Life staff.
6. Maintain a vital and useful Escort Service for the protection of staff, faculty and students, as requested.
7. Oversee all radio communication operations and related maintenance.
8. Represent the college safety/security function at consortium meetings and seminars.
9. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in law enforcement or related field and three years of experience in safety/security in a management role.
2. Knowledge of law enforcement, safety/security practices and crime prevention techniques.
3. Knowledge of first aid techniques with CPR qualifications.
4. Supervisory ability with open/participatory management style.
5. Valid New Hampshire motor vehicle operator's license.

8/17/93
System Approval

8/17/93
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 1/15/85 as "Coordinator of Campus Security" and revised 6/7/91.