



## **Chief of Police and Director of Public Safety**

### **GENERAL DESCRIPTION OF THE JOB:**

Reporting to the Chief Operating Officer, the Chief of Police serves as the chief law enforcement officer with responsibility for protecting life and property, preserving peace, maintaining order, and directing the enforcement of all federal, state and local laws within the jurisdiction of the University of the District of Columbia (UDC or University) -- an urban land grant public institution in the nation's capital, with facilities throughout the District of Columbia and Maryland. The chief develops strategic goals and objectives for the police department to include positioning the department as a responsive police department that is recognized broadly as committed to the safety and care of the members of our vibrant and diverse university community.

The UDC Chief of Police provides direction and guidance in alignment with department and university mission and values serving as the framework by which all security activities, patrol operations, police investigations (excluding Title IX and discrimination investigations) and event management are planned, organized and executed; and develops and implements policies and procedures to ensure the health, safety, and security of students, faculty, staff and visitors. The chief provides leadership for a staff of thirty-six including thirty-one sworn officers.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The new Chief of Police/Director of Public Safety will be expected to play a transformative role in leading our department towards excellence, and provide leadership and management to ensure the safety, security and well-being of the university community while fostering an environment of professionalism, trust, and transparency. The Chief of Police will perform the following duties:

1. Utilize national best practices, innovative new trends, and professional networks to employ the further development of a kind and compassionate community policing philosophy and implement and maintain a progressive policing philosophy that ensures officers are visible, accessible, and engaged with the student body, staff, faculty, visitors, and community.
2. Network with faculty and administration, interactively involving the campuses and facilities in safety and security endeavors and provide a positive representation of the department as an active member of the University community.
3. Model and promote the University's deep commitment to the values of diversity, equity, inclusion, and community and human relations, and keep these concepts as a top priority at all times, ensuring inclusion of education and training around diversity, equity, bias, discrimination, and inclusivity in all areas of the department.

4. Commit to a comprehensive culture of collaboration and partnering both within the University and externally for maximum effectiveness, build relationships as a foundation of the campus culture, and foster strong collaborations in all endeavors in order to assess real needs, design student-centered programs, provide high-end customer service at all times, and ensure the overall success of university public safety efforts.
5. Promote and work towards a safe and secure environment in which students may voice their views and display an understanding of and effective response to student body activity and activism on social, political, gender and other issues, so that student gatherings may be safely and positively supported by campus law enforcement, while also holding responsible persons accountable when laws or University regulations are violated.
6. Prioritize accountability and forge a balance between enforcing rules and supporting University's mission, working hand-in-hand with the Office of Student Development & Success to promote restorative justice, conflict de-escalation and resolution and the educational mission of the University.
7. Responsible for formulating and administering the annual operating budget and ensuring appropriate expenditure of all funds allocated for department administration.
8. Directs and maintains law and order, observes, reports, and responds to illegal and unauthorized activity occurring on University-owned and controlled premises by enforcing federal, District, and local government laws and University policies, procedures and protocols.
9. Provide command oversight for program(s) for effective law enforcement and security campus-wide, including: crime prevention, security technology equipment, investigation of complaints (such as verbal or written complaints filed by students, faculty, or staff; citizen complaints regarding OPSEM personnel; operational complaints to include lack of timely delivery of UDC ID; campus theft; etc.), response to emergencies and enforcement of all District laws and local ordinances.
10. Comply with federal, District, and local emergency response protocols and requirements associated with Clery Act reporting and data collection and other governing regulations.

## **COMPETENCIES:**

1. Perform the essential job functions of a police officer when required.
2. Serve as a member, advisor, or chair of various University and community committees as assigned.
3. Maintain a close working relationship with all members of the University community including students, faculty, and staff within a diverse multicultural environment.
4. Demonstrated organizational skills in budget management, and supervision of staff and staff development
5. Communicate effectively and in a timely manner with students, staff, faculty, administration, members of the University community, the general public and other law enforcement agencies as appropriate.
6. Demonstrated ability to exercise good judgment.
7. Demonstrated ability to develop, implement and interpret complex regulations and standards fairly.
8. Demonstrated leadership skills, and emotional intelligence to navigate within a complex organization, to communicate sensitive information to all levels of leadership, and to promote and implement any required remediation to mitigate organizational risk and ensure compliance required.
9. Demonstrated experience developing and implementing policies, procedures, and best practices; training others regarding those policies, procedures, and best practices; and overcoming resistance to change.
10. Handle confidential and sensitive information in a discreet and professional manner and demonstrate sound and prudent judgment in all actions required.

## **MINIMUM JOB REQUIREMENTS:**

1. A Bachelor's degree is required. Master's degree preferred in a discipline appropriate to the role (equivalent training and experience may be considered for exceptional candidates).
2. A minimum of seven (7) years of progressively responsible roles in campus safety and /or law enforcement including substantial leadership and management experience in an organized labor environment.
3. Demonstrated proficiency in applying best practices of campus safety/security in an urban environment.
4. Demonstrated knowledge and understanding of the Jeanne Clery Act and other federal laws with a direct impact on the work of the department.
5. Must have successfully completed a federal, District, state, county, municipal police,

Consortium Campus Law Enforcement Academy or comparable police training course that included instruction in police department procedures and methods, and local law and regulations.

6. Must be able to obtain and maintain Special Police Officer (SPO) status through the District of Columbia and meet the prescribed requirements and qualifications associated with SPO status to include firearms.
7. Position requires an individual who is flexible due to the nature and organization (24/7 operation) of the work. Must be willing to work different shifts, hours, and weekends if required.
8. Must possess (and maintain) a valid driver's license; must be able (if needed) to obtain a District driving permit in order to drive District government vehicles.

## UDC's KEY INITIATIVES

As part of our ongoing commitment to enhancing the educational experience and supporting the growth of the University of the District of Columbia, we are actively working on several key initiatives aimed at improving enrollment, retention, student success, and overall campus vibrancy. These initiatives are essential to our continued progress and are aligned with our vision of providing a high-quality, student-centered learning environment.

- **Increase Student Enrollment & Retention** - The University is focused on implementing strategies designed to boost both enrollment and retention rates. These efforts include enhanced recruitment campaigns, targeted outreach to prospective students, and the development of academic and support services to ensure student success. Additionally, we are working on fostering stronger connections between students and the university community to help improve engagement and retention throughout their academic journey.
- **Development of Student Residential Housing** - In response to the growing demand for on-campus housing, the University is actively pursuing the development of student residential facilities. These new housing options will not only provide students with more convenient and accessible living arrangements but also contribute to a more vibrant campus life by encouraging community-building and fostering stronger connections among students.
- **Design & Construction of a Student Success Center** - The University is in the planning stages of a Student Success Center, a dedicated space where students can access comprehensive support services. This center will offer academic advising, career counseling, tutoring, wellness services, and other resources aimed at promoting student achievement and well-being. By centralizing these services, we aim to improve student outcomes and foster a holistic approach to student development.
- **Activation of Commercial Storefront Retail Space** - To enhance the campus experience and provide more resources to our students and faculty, the University is working on activating commercial storefront retail spaces within the campus. These spaces will house a variety of businesses that will serve the needs of our campus community, offering everything from dining and retail options to professional services. This initiative will not only support the daily needs of students but also contribute to the vibrancy and economic growth of the surrounding area.

- **Improvement in Customer Service** – The university is committed to enhancing the quality of service provided to students, faculty, and staff across all campus departments.

The key initiatives represent significant steps forward for the University of the District of Columbia as we continue to enhance the student experience and create a dynamic, welcoming campus environment. We are excited about the potential impact of these projects and are committed to executing them with excellence and a focus on long-term success.

## **COMPENSATION**

UDC offers an attractive compensation and benefits package. All police officers are commissioned through the D.C. Metropolitan Police Department.

FLSA: Exempt

Job Series/Salary Pay Plan/Grade: DS0058/2B

Union Status: Non- Union

Salary Range: up to \$125,494

## **HOW TO APPLY**

Nominations and applications are now being accepted. Applications should include a resume and cover letter that addresses the responsibilities, competencies and requirements, the applicant's motivation to apply and interest in UDC. The search will be conducted with a commitment to confidentiality until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made. All applications should be addressed to:

Marion Frenche, SHRM-CP

Associate Vice President of Executive Search

Greenwood Asher & Associates, LLC KELLY

[marionfrenche@greenwoodsearch.com](mailto:marionfrenche@greenwoodsearch.com)

The University of the District of Columbia is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. For a full version of the University's EO Policy Statement, please visit [www.udc.edu/equal\\_opportunity](http://www.udc.edu/equal_opportunity).