

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Deputy Chief	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2111	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes]

BASIC FUNCTION: The purpose of this position is to assist the Campus Police Chief in designing, directing, managing and controlling assigned security activities within all facilities within and immediately adjacent to Howard University and Howard University Hospital (HUH). The Deputy Chief is responsible for maintaining the established goals and objectives of the Campus Police Department serving the University and Hospital community.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include academic and medical executives, administrators, faculty, students, and staff of the University and Hospital. External contacts include parent/guardians, patients, Mayoral Command Post, representatives from local and national Homeland Security operations, social service agencies, special police officers, Security Officer's Management Branch, members of the local criminal justice system to include Metropolitan Police, U.S. Attorney's Office, Department of Corrections, Youth Services organizations, etc. and the general public.

PRINCIPAL ACCOUNTABILITIES: Implements all policies and/or procedures for internal security and protection of life and property owned by the University and HUH.

Represents the University in matters pertaining to criminal activity in or against the University, filing complaints and/or testifying in court and at community meetings.

Works in concert with Campus Environmental Services to ensure execution of the University's safety programs necessary to control and limit incidents involving students and employees, eliminate fire hazards, etc.

Gathers and summarized data related to safety and security incidents, advising appropriate personnel in writing, of unsafe practices, equipment and facilities.

Consults with University and or HUH administration regarding safety and security concerns.

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Deputy Chief	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2111	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Ensures the most efficient and effective use of human, and fiscal resources in achieving the goals of the Campus Police Department.

Identifies equipment, supply and weapon needs and purchases.

Maintains professional growth and development through educational programs, seminars, workshops and professional affiliations.

Ensures opportunities for professional growth and development of subordinates.

Manages staff responsible for security of University facilities through use of available resources.

Ensures compliance with policies, rules and regulations of the University, federal, state and local authorities.

Ensures adequate staffing of all University and HUH facilities (e.g. dormitories, office building, parking lots, classroom buildings, etc.)

Identifies training needs, establishes, implements and evaluates departmental training programs, schedules and performances.

Ensures the care and maintenance of department supplies, equipments, weapons, etc.

Performs other job-related duties as assigned.

CORE COMPETENCIES:

Comprehensive knowledge of criminal law, including elements of offenses, rules of evidence, laws of arrest, search and seizures, methods of law enforcement, maintenance of public security, peace and safety, etc.

Comprehensive knowledge of current departmental, municipal and governmental policy and procedural changes relating to security or other public safety organizations that affect criminal investigative activities.

Knowledge of personal computer with some knowledge of accompanying user friendly word processing, spreadsheet, database and presentation software.

Skill in the use of firearms and other standard police equipment with the ability to secure a Special Police Commission with firearm authorization for the District of Columbia.

Skill in the use of both oral and written English with the ability to read technical literature, write administrative reports and to give public presentations that are succinct, persuasive and articulate.

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Deputy Chief	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2111	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Excellent skill in public and customer relations with the ability to use tact, diplomacy and decorum.

Ability to negotiate and to successfully navigate internal and external politics.

Ability to direct others in the investigative process and to provide leadership, training and direction to subordinates.

Ability to remain emotionally stable and to display mature judgment and tact in explosive and/or dangerous situations.

Ability to work a flexible schedule and be on call during a 24 hour a day, seven days per week timeframe.

Ability to establish and maintain harmonious and effective work relations with students, staff, faculty, medical staff, patients, other public safety organizations, of the University , Hospital and the general public.

MINIMUM

REQUIREMENTS: Bachelor's degree in business administration or related field and 7-10 years of progressively responsible professional administrative experience. 14 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management