



Savannah State University

Position Description – Chief of Police

POSITION DESCRIPTION

Position Title: Chief of Police FLSA Status: Exempt
Reports to: Vice President of Administration
Department: Public Safety
Date Prepared: June 2003 (Revised June 4, 2008)

BASIC FUNCTION

This position exists to create a reasonably safe and secure campus environment that supports student, educational and social growth, faculty development and staff support.

NATURE & SCOPE

Reporting to the Vice President of Administration, the Chief of Police seeks through others to provide quality customer service, develop crime prevention programs and strategies to combat criminal activities utilizing input from the community.

During events on campus he incumbent develops strategies to reduce opportunities for criminal activities to occur, and also focuses on developing means to reduce traffic problems.

This position is involved in all aspects of campus life, and must effectively interface with all on campus and in the larger Savannah community.

This position is challenged to accomplish more with less and tries to educate others about the dynamics of Police needs and operations.

PRINCIPAL ACCOUNTABILITIES

- Ensures the operation of the agency is in compliance with the federal and state laws.
- Keeps the Captain/ Deputy Chief and other supervisors well informed of job related activities.
- Ensures background checks on potential employees are done in accordance with federal and state laws.
- Prepares Standard Operational Procedures for the agency.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree and State of Georgia police certification, executive certification is preferred. Applicant must have excellent customer service skills and high professional standards, including the ability to maintain confidentially of highly sensitive information.