

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Director, Public Safety Services

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-2421

**STATUS & GRADE:** E-NC

**DATE:** 04/1999

**DEPARTMENT:** Public Safety Services

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's Degree in Law Enforcement or Public Administration with Law Enforcement certification. Five (5) years in the field of Law Enforcement in at least a second level supervisory position in a large police department or a top level position in a small department. Should have experience as a criminal investigator and budget management. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE AND PURPOSE OF POSITION:** To provide professional police leadership and training of subordinates. The Director must be dedicated to sound professional law enforcement and the primary objective of Public Safety/Services Department. The University Police has as its primary objective; to protect all persons within its jurisdiction from criminal attack, to be secure in their properties, and to live within a peaceful community.

**SUPERVISION GIVEN & RECEIVED:** Patrolman, Police Supervisor, Dispatcher, and office personnel.

**PRIMARY RESPONSIBILITIES:** Supervision of the objective of the University Police and seeing that these objective policy and procedures are accomplished in the best interest of the university. Interacting with the University community to generate mutual understanding so that there may be support for crime and fire prevention by members of our campus community. Sees that the University Police attempt to strike a balance between desirable deterrent effect and any undesirable appearance of oppression. The Director shall see that the parking control on University property is enforced and that fees for parking permits and fines for violations shall be collected, and these monies are deposited with the University Business Office; facilitate the safe and expeditious movement of vehicular and pedestrian traffic within and adjacent to the University campus; work with the University Physical Plant and Facilities in the planning and development of parking facilities for the University; supervise, evaluate all personnel under his direction, and serve on those committee appointments assigned to him in the best interest of the University; and to work with all University Administrators, Deans, Directors, Faculty, Staff, Students, Public Officials, Professional Personnel, and Citizens to aid in service and obtaining goals of Sam Houston State University to its Students and Community. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Various contacts with University Administrators, Deans of Academic Schools, Directors of all areas within the University, Faculty, Staff, Students, State, County, and City Public Officials, Parents of Students, private contractors and school officials of other universities, attorneys, physicians, and other professional personnel.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**