



**VCU**

## Public Safety and Security Job Summaries

Job Code	Job Title	University Job Summary
31713 31712 31711	Chief Public Safety Officer	Chief Public Safety Officers provide strategic leadership to the university in the areas of public safety and security. They are responsible for essential public safety related activities for the VCU campus community, including administrative operations; readiness for emergency, police, fire and rescue activities; animal control; emergency medical services; and/or security services. They may be assigned additional areas of responsibility, as determined by the university president. Chief Public Safety Officers represent the university externally to stakeholders and government agencies and internally as appropriate. They possess the authority to set and change the strategic goals of the areas assigned and exercise considerable latitude on how results are achieved. They exercise independent judgement for complex issues where the quality of decision-making has a critical impact on students, the strategic and operational goals of assigned areas, and the university mission. Chief Student Services Officers typically report to executive leadership.
31613 31612 31611	Deputy Chief Public Safety Officer	Deputy Chief Public Safety Officers provide executive leadership to essential public safety related activities for the VCU campus community. They are responsible for complex units having significant mission critical impact across all areas of the university, including administrative operations; readiness for emergency, police, fire and rescue activities; animal control; emergency medical services; and/or security services. They may be responsible for the performance and development of directors, managers, professionals, and support staff. They work directly with senior leadership, local officials, and the community to ensure the safety of students, employees and the public. They possess the authority to set and change strategic goals, and exercises considerable latitude in achievement of results. Deputy Chief Public Safety Officers typically report to executive leadership.
31516 31515 31514	Senior Public Safety Officer	Senior Public Safety Officers serve in a senior capacity to provide strategic leadership and management of Public Safety programs. They typically have more leadership experience, distinguishing them from Public Safety Officers. Utilizing a comprehensive knowledge of the service or functional area, Senior Public Safety Officers provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on the overall university service delivery and legal compliance. Under the direction of the Chief Public Safety Officer, Senior Public Safety Officers possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. They typically report to the executive leadership.
31513 31512 31511	Public Safety Officer	Public Safety Officers provide strategic leadership and management of Public Safety programs. They provide strategic and long-term planning, implementation and assessment of major functional areas, and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on overall university service delivery and legal compliance. Under the direction of the Chief Public Safety Officer, Public Safety Officers possess the authority to set and change



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		the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. They typically report to the executive leadership.
31416 31415 31414 31413 31412 31411	Director, Public Safety and Security	<p>Directors typically provide operational management for a university-wide essential public safety related activities for the VCU campus community with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
31336 31335 31334 31333 31332 31331	Manager, Public Safety and Security	<p>Managers serve as operational managers responsible for one or more essential public safety related activities for the VCU campus community. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>
31916 31915 31914 31913	Administrator, Public Safety and Security	Administrators provide administrative management of one or more functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as



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31912 31911		<p>liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
31243 31242 31241	Police Captain	<p>Police Captains are sworn officers who supervise and coordinate operations and services within the VCU Police Department. Their typical duties may include analyzing information and disseminating to subordinates, interpreting and instituting VCUPD's mission statement and Philosophy on Policing and Management; handling assignments issued by the Asst. Director of Police Operations. They may work independently or as part of a team. Police Captains typically report to senior management.</p>
31233 31232 31231	Police Lieutenant	<p>Police Lieutenants are sworn officers who supervise and coordinate operations and services to provide essential public safety related activities for the VCU campus community. They are responsible for interpreting and appropriately applying all law regulations and university policies to ensure the safety of students, employees and the public. Their typical duties may include supervising and coordinating patrol shift operations and services within the VCU Police Department (VCUPD); evaluating and responding to complaints; conducting employee evaluations; analyzing information and disseminating to subordinates; interpreting and instituting VCUPD's mission statement and Philosophy on Policing and Management; handling assignments issued by the Chief and/or the Captains. They may work independently or as part of a team. They work under intermittent supervision and make complex decisions independently while referring unprecedented issues to a higher level. Police Lieutenants typically report to a police captain or senior management.</p>
31223 31222 31221	Police Sergeant	<p>Police Sergeants are sworn officers who serve as first line supervisors to provide essential public safety related activities for the VCU campus community. They may patrol on foot, in automobiles and bicycles in and around the university. Their typical responsibilities include supervising and coordinating patrol operations and services within the VCU Police Department (VCUPD); evaluating and responding to complaints, conducting employee evaluations, analyzing information and disseminating to subordinates, interpreting and instituting VCUPD's mission statement and Philosophy on Policing and Management; identifying problems and establishing action planning to solve issues. They may work independently or as part of a team. They work under intermittent supervision and make complex decisions independently while referring unprecedented issues to a higher level. They typically report to police lieutenants or senior management.</p>



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31213 31212 31211	Police Officer	<p>Police Officers are sworn officers who provide essential public safety related activities for the VCU campus community. They are responsible for interpreting and appropriately applying all laws, regulations, and university policies to ensure the safety of students, employees, and the public. They may patrol on foot, in automobiles and bicycles in and around the university. Their work typically involves maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, promoting good community relations; investigating incidents, accidents, suspicious persons and situations; testifying in court; monitoring and investigating safety hazards, and unusual or illegal activity; identifying, pursuing, and arresting suspects and perpetrators of criminal acts. They may work independently or as part of a team. They work under intermittent supervision and make moderate to complex decisions independently while referring unprecedented issues to a higher level. Police Officers typically report to a police sergeant.</p>
31136 31135 31134 31133 31132 31131	Coordinator, Public Safety and Security	<p>Coordinators, Public Safety and Security provide operational and administrative support services and coordinate a variety of public safety related activities. They may perform duties such as managing the daily operations of receiving, storing, maintaining, controlling, releasing and/or disposing of property, evidence or other items turned in to the VCU Police Property Office; managing fleet operations, and performing inventory and equipment purchases. They may also provide coordination and logistical support for educational programs within VCU Police Department (VCUPAD), fingerprinting services to both VCU and VCU Health System employees, and data entry of arrest and summons for VCUPD. They may work independently or as part of a team. They work under general supervision and resolve most standard issues independently while referring more complex issues to a higher level. Coordinators typically report to a manager or supervisor.</p> <p>Senior Coordinators possess greater knowledge of operational and technical tasks related to public safety and security, distinguishing them from Coordinators. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
31326 31325 31324 31323 31322 31321	Supervisor, Police Dispatch	<p>Supervisors oversee the daily operations to provide essential public safety related activities for the VCU campus community. They plan, organize, coordinate and schedule work assignments and personnel in a university police dispatch office and other assigned areas. Their typical duties may include supervising the activities of subordinates; devising work schedule for dispatchers and clerks to cover shifts twenty-four hours per day; training new personnel and arranging for additional training seminars or workshops, reading, examining and reviewing log reports and computer input for accuracy; resolving problems and questions; analyzing statistics of department activities and reporting to designated agencies on reporting forms according to established schedule. They may work independently or as a member of a team. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to higher-level management. They typically report to a manager or director.</p> <p>Senior Police Dispatchers possess greater knowledge of operational and technical tasks related to emergency dispatch, distinguishing them from Police Dispatchers. They are further</p>



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		<p>distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
31126 31125 31124 31123 31122 31121	Police Dispatcher	<p>Police Dispatchers are responsible for providing accurate and timely information to police officers and for dispatching the appropriate personnel to incidents and emergencies through a two-way communications system. Their typical duties include determining the significance of the call and assigning the appropriate level of police resources; collaborating with department supervisors to monitor and control the response of the police officers; operating a Computer Aided Dispatch System (CADS) and other computer terminals; monitoring the location and the status of all police officers on patrol; ensuring compliance of all operating procedures and FCC regulation; receiving and processing calls either directly or through an enhanced 911 system. They work under general supervision and make routine decisions independently while referring more complex or unique issues to a supervisor or senior worker. Police Dispatchers typically report to a manager or supervisor.</p> <p>Senior Police Dispatchers possess greater knowledge of operational and technical tasks related to emergency dispatch, distinguishing them from Police Dispatchers. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
31316 31315 31314 31313 31312 31311	Supervisor, Security	<p>Supervisors, Security are non-sworn security employees that oversee daily operations to provide essential public safety related activities for the VCU campus community. They enforce the rules and regulations of the university to ensure the safety of students, employees and the public. Their responsibilities typically include creating staff schedules, monitoring staff and assigning work areas for officers to patrol, writing and submitting security reports, patrolling and responding to alarms and distress calls, identifying security needs and ensuring all security systems are working properly. They may work independently or as part of a team. They work under general supervision and make decisions on issues of moderate complexity while referring more complex issues to an upper level manager. Supervisors typically report to a manager or director.</p> <p>Senior Supervisors possess greater knowledge of operational and technical tasks related to emergency dispatch, distinguishing them from Supervisors. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
31116 31115 31114 31113	Security Officer	<p>Security Officers are non-sworn officers that provide essential public safety related activities for the VCU campus community. Their typical responsibilities may include participating in the daily operations of the security division; enforcing policies and procedures; repairing reports, providing security for special assignments, assisting law enforcement officers with securing crime scenes as applicable, assisting and directing victims to appropriate resources, and managing crowd, access, and traffic duties. They may also manage staff at specific</p>



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31112 31111		<p>residence hall locations. They may work independently or as a member of a team. They work under general supervision resolving moderately complex issues while referring more complex problems to an upper level manager. Security Officers typically report to a manager or supervisor.</p> <p>Senior Security Officers possess greater knowledge of operational and technical tasks related to emergency dispatch, distinguishing them from Security Officers. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>