

JOB DESCRIPTION

Director of Public Safety and Chief of Police

The Division of Public Safety is responsible for providing the highest quality of safety and security services through the coordinated efforts of University Police Department, Emergency Management and Emergency Operations for the University Community.

Duties-The Director for Public Safety also serves as the Chief of Police, reports to the Vice President for Student Affairs and is responsible for developing public safety policies and strategies for the University of Louisiana at Lafayette. This is a key position that will oversee the development and implementation of crisis management, contingency plans, emergency operations and communication plans. This position leads the following departments: University Police, Security Systems (of the Cajun Card Office) and Environmental Health & Safety.

The Director of Public Safety/Chief of Police serves as Advisor to policy groups and senior leadership on emergency preparedness, crisis management and public safety; executes and manages a wide range of crisis audits and oversees the development and implementation of an institutional disaster recovery plan to enable the University's campuses to mitigate risk associated with disasters; establishes goals and objectives along with measures for accountability and success. This person will also work collaboratively with student and other groups on campus and may work with representatives from local and state media on matters of public safety.

The Director of Public Safety/Chief of Police will develop and oversee a comprehensive central safety and security operation for the University including all security camera and alarm systems, identification programs and facility access; defines and manages campus safety and security functions including campus police operations contractor contract(s) and operations and hazards materials on campus.

The Director of Public Safety/Chief of Police responds to short-term concerns while developing long-range strategies consistent with academic and financial priorities. This position works with state and local emergency agencies i.e., FEMA, Homeland Security, Lafayette City Police Department and Lafayette Parish Sheriff's Department.

The DPS/Chief will be committed philosophically and operationally to delivering quality service with the proven ability to successfully partner with University administrators and departments in achieving divisional goals in support of public safety for the University community.

Director of Physical Security Systems
Office of Public Safety

POSITION

The Director of Physical Security Systems coordinates and manages the university integrated physical security program.

REPORTING RELATIONSHIPS

The Director of Physical Security Systems reports directly to the Director of Public Safety. Locksmiths, technicians, administrative assistant and vendor(s) report to the Director of Physical Security Systems.

WORKING ENVIRONMENT

The position works in an office environment and in the field. It may be necessary for the Director to be in the field for support and assessment from time to time.

QUALIFICATIONS

Bachelor's degree is required. At least five years of experience in physical security systems with at least four years of experience in supervisory and management responsibility is desired. Extra ordinary qualifications may be substituted if adequately demonstrated in lieu of a Bachelor's degree.

Certifications and Licenses: ASIS PSP certification or ability to achieve is desired

Knowledge of access control systems, cameras both IP and analog, integrated software packages, and alarm/intrusion systems and administration and management of said systems

Knowledge of general principles of power and networking requirements for integrated security systems

Knowledge of site inspection process, customer roles and responsibilities, inspection and planning assessments including blueprints or design diagrams

Knowledge of principles, practices, methods, and techniques of project management

Ability to troubleshoot, problem solve, apply critical thinking skills, related to analysis and determining solutions.

Ability in establishing and maintaining effective working relationships and establishing and facilitating work teams

Ability to communicate clearly and concisely on technical matters to both technical and non-technical staff.

Ability to communicate effectively, both written and oral venues

Ability to provide for extensive project management and oversight of implementation of various physical security components

ESSENTIAL DUTIES

Manages the day to day operation of the physical security program.

Develops, administers, and executes physical security policies and procedures.

Develops physical security strategies and administers controls for system and program integrity to meet university physical security objectives.

Conducts physical security needs assessments and audits.

Coordinates program deployment and administration in collaboration with vendor services and users/stakeholders.

Participates in risk assessment and prevention activities and initiatives where physical security systems are an identified option for mitigation.

Develops and implements security disaster recovery procedures related to access control and CCTV surveillance.

Prepares regular administrative reports.

Provides advice, guidance, and expertise on short and long range management of, key lock, electronic and electromagnetic security systems.

Serves as liaison to key advisory boards and operational and policy committees ensuring that physical security policies and procedures are applied consistently.

Serves as a member of the Office of Public Safety's management team.

Manages and coordinates card access and video surveillance including design and installation, project management, and equipment maintenance.

Develops, coordinates and sets standards and guidelines for physical security systems and identity credentials and uses of these.

Troubleshoots software, hardware and electronic hardware issues.

Prepares program projection and forecasts hardware/software needs to manage technology.

Researches and evaluates new technologies for physical security (access control and CCTV)

Analyzes and recommends improvements to existing systems data management and operational functions and features.

Manages and facilitates the development of training materials, training content, training and delivery channels, and workshops.

Represents the university on issues related to institutional mainstream security needs.

Build and maintain close working relationships with stakeholders and develop systematic processes to ensure that systems are compatible with network and systems architecture and standards and fully integrated with the overall security operations and policies.

Other duties as assigned.

Clery Compliance Coordinator
Department of Public Safety
Police Department
(Sworn Position)

Position

Associate Director of Public Safety-Clery Compliance Coordinator

Reporting Relationships

The Clery Compliance Coordinator reports to the Director of Public Safety/Chief of Police and the Clery Compliance Committee.

Required Knowledge, Skills, and Abilities:

This compliance officer is a sworn law enforcement person who has an extensive background in FBI Uniform Crime Reporting definitions, Clery Act law and more importantly U.S. Department of Education interpretation of the Jeanne Clery Act, and practical law enforcement, compliance/audit, and investigatory experience. In addition, this position must be able to coordinate between all of the following mentioned positions/departments on a daily basis to keep the University in daily compliance:

- Assistant to the President
- Director of Public Safety/Chief of Police
- Associate Director of Public Safety/Environmental Health and Safety/Risk Management
- Police Major
- Athletic Director
- Vice President for Student Affairs
- Vice President for Enrollment Management
- Director of Communications and Marketing
- Director of Student Life and Conduct
- Director of Housing
- Director of Human Resources
- Director of Study Abroad Program
- Internal Auditor
- Director of Operational Review

Examples of Work

This position encompasses collecting, classifying (properly) and counting crime statistics based on Clery geography, review of each call for service and campus security authority report for ongoing disclosures (timely warning notices, immediate notification, and crime/fire log), identification of campus security authorities and training for all, preparation and compliance with the 63 required policy statements, required memorandum's of understanding and the collection of crime statistics from all local law enforcement in the four parishes where the University owns or controls property, the development and distribution of the annual security report, the ongoing collection of crime statistics involving the travel of University students, and the testing of emergency response and evacuation procedures. In addition, this position must provide for audit trails and associated documentation to adequately demonstrate compliance.

The process for maintaining compliance with Clery is a complex task. Records retention schedules must be in place and maintained. Clery requires 7 years of records and associated audit trails.

Other duties as assigned.

**Associate Director of Public Safety
(Director of Environmental Health, Safety & Risk Management)**

Position

The Associate Director of Public Safety/Environmental Health and Safety (Associate PSD/EH&S) Director has a diversity of responsibilities, including management of University:

- Safety Programs
- Risk Management Proceedings
- Emergency Planning
- Environmental Compliance and Reporting
- Facility Building Safety Systems

Reporting Relationships

The Associate PSD/EH&S Director reports to the Director of Public Safety and takes general direction related to Facility Management Building Safety Systems from the Director of Facility Management.

Environment

This position works in an office environment and in the field. It will be necessary for this position to be in the field and work during emergencies to include nights, weekends and after normal business hours.

Qualifications

Bachelor's degree is required. At least ten years in a University environmental health and safety field. Experience in risk management, processing of insurance claims, accident investigation and FEMA related claims is a must.

Essential Duties

The Associate PSD/EH&S Director is responsible for implementing and directing the University's Safety Program. This includes University safety policies, employee safety training, safety meetings and correspondence, coordination and processing of building safety inspections, advanced safety assessment and procedural changes for high risk activities, accident investigation and remediation, correction of unsafe campus conditions, lab safety analysis and review, University chemical hygiene plan, establishment of safety rules and SOPs, and compliance with Federal, State, and other regulation as it pertains to occupational and general safety. The Associate PSD/EH&S Director also participates in the development and implementation of other human resource related University policies as they pertain to campus safety (Violence in the Workplace Policy, Employee Drug Testing Policy, etc.). The Associate PSD/EH&S Director is responsible for documentation and records retention as it pertains to all of these functions, and must present this documentation for audit purposes as required.

The Associate PSD/EH&S Director is responsible for filing all University insurance claims except worker compensation. This includes claims in General Liability, Building Casualty and Loss, Boiler Machinery, Motor Vehicle, Water Vessel, and Employee Bond or Dishonesty. The Associate PSD/EH&S Director must support the University's underwriter in processing and proving these claims as appropriate. The Associate PSD/EH&S Director also processes these claims with 3rd parties when appropriate and necessary. Additionally, the Associate PSD/EH&S Director is responsible for processing FEMA and GOHSEP claims for federally declared disasters that involve the University. The Associate PSD/EH&S Director is responsible for issuing Certificates of Insurance for other parties as applicable, and supports the Office of Contractual Review for matters of insurance and risk management as they relate to University contracts. The Associate PSD/EH&S Director supports the University's Underwriter, the Attorney General's Office, and others in relation to University litigious claims and lawsuits (both defense and prosecution).

The Associate PSD/EH&S Director is responsible for the maintenance of the All Hazards Emergency Operations Plan and for ensuring that necessary changes and revisions are prepared, coordinated, approved and distributed. The Director, in cooperation with EPTF will oversee regular training on the plan and regular exercises to test plans,

procedures, and equipment and to provide opportunities to rehearse departmental and personnel responsibilities and decision-making under the plan.

The Associate PSD/EH&S Director will ensure that the Basic Plan and all annexes and appendices are reviewed and updated at least annually. The Director will coordinate the annual review of the EOP with the EPTF and partner agencies. Revisions are made based on operational and regulatory changes impacting the University and on corrective actions identified through drills, exercises, and assessment processes. Upon completion of the annual review, the Associate PSD/EH&S Director will distribute the fully revised document to the individuals and organizations identified in the document's notification and distribution lists.

The Associate PSD/EH&S Director serves as the Manager of the University's Emergency Operations Center, which is used to for campus emergency response.

The Associate PSD/EH&S Director is responsible for ensuring that the University complies with Federal, State, and Local laws and regulations as they pertain to environmental issues. This includes the management and processing of hazardous waste, TIER II SARA Right to Know proceedings, the Storm Water Management Plan as required on our discharge permit, and many other environmental requirements. The Associate PSD/EH&S Director maintains all reports and records associated with this function. The Associate PSD/EH&S Director is the primary University liaison to the EPA and Louisiana DEQ for all public complaints and proceedings.

The Associate PSD/EH&S Director is responsible for the management of the maintenance of all campus building safety systems including fire alarms, fire extinguishers, sprinkler systems, fire suppression systems, building elevators, ADA wheelchair lifts, and materials lifts. The Associate PSD/EH&S Director is the University liaison to the State Fire Marshall and the State Elevator Inspector.

Other duties as assigned.

**UL Lafayette Police Department
New Iberia Research Center
Deputy Chief/ Security Director**

Job Duties:

- Supervises the existing four patrol officers assigned to NIRC on a daily basis.
- Responsible for the work schedule, payroll, overtime requests, operational orders, emergency operations of security/police personnel, approval of leave, adherence to policy, and all other police/facility security operations.
- Responsible for the existing and proposed security systems to include access control, cameras and recording equipment, command and control monitoring and related equipment, perimeter fencing, and any other physical security measures implemented and/or proposed.
- Administers and manages the background investigations on potential employees and report back to human resources all reports and makes recommendations to the hiring authority, to wit: NIRC Director.
- Administers and manages the badge identification system/access control policy and procedure and reports to human resources and/or site management concerning any policy and procedure violations.
- Monitors daily all related intelligence concerning potential threats to NIRC.
- Conduct site surveys and initiate corrective actions along with follow-up to ensure vulnerabilities are addressed in a timely fashion.
- Liaison with other security directors of animal research centers, NIRC client security specialists, local, state and federal law enforcement as well as the NIRC site management.
- Monitors animal welfare issues and site security related to animal welfare.

Work hours:

This is an administrative position with hours of work consistent with the main campus: 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 12:30 pm on Friday. This position is designated as professional unclassified. This position shall remain on-call for emergencies related to NIRC and/or the main campus and is subject to call for work after hours. This person shall work daily in professional business attire.

Qualifications:

The position requires a bachelor's degree with law enforcement and security experience preferred. The position must acquire and/or maintain Louisiana POST certification as a peace officer in the State of Louisiana.

Reporting:

This position shall have a dual reporting structure with all police, intelligence and security matters under the purview of the Police Chief and all human resources and animal safety issues falling under the purview of the Director of NIRC. Both have shared ultimate responsibility. Any conflicting instructions shall be brought to the attention of the Chief of Police for resolution with the NIRC Director.

Work location is the New Iberia Research Center.

Intelligence Analyst
Department of Public Safety
Police Department
(Non-Sworn Civilian Position)

Position

The Intelligence Analyst performs technical work in the UL Lafayette Police Department Intelligence Led Policing Operations Center in receiving, analyzing, and assessing criminal information of a confidential nature and disseminating the information in keeping with agency procedures and regulations. An employee in this position requests and receives information of a confidential nature and other data and analyzes, correlates, reviews, and disseminates information pertaining to analytical products and assessments.

Reporting Relationships

The Intelligence Analyst reports to the Police Major/Asst. Chief who works for the Director of Public Safety/Chief of Police.

Required Knowledge, Skills, and Abilities:

Excellent computer and IT skills, exemplary interpersonal communication skills, tact and people skills. Possess and demonstrate analytical skills and the ability to write and articulate the results of those skills. The ability to be specific and very detailed when communicating information, both verbally and in written form. Possess the ability to produce "time sensitive" work under stress. Be able to "multi-task" in a resource poor environment.

Experience and proven ability in the area of research techniques and written communications. Experience in working with computers and data and word processing applications software. Experience in Internet research methods including but not limited to: search engines, news-groups, and list-serves.

The ability to organize facts, reports, and work assignments. The ability to learn and apply methods and techniques appropriate for analyzing, evaluating, and presenting criminal information and preparing reports of assessments and conclusions. The ability to prepare graphs, charts, tables, maps, and other illustrative devices for visual presentation of data and information.

The ability to communicate effectively both orally and in writing and to prepare clear and comprehensive reports. Ability to apply logic and sound judgment in assessing and predicting characteristics of criminal groups or criminal operations using data obtained from a variety of sources.

Job Requirements:

Work 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 12:45 pm on Friday. The Intelligence Analyst primary function is to gather, collect, document, interpret, verify/classify, analyze and disseminate criminal intelligence under 28 CFR Part 23 Policy and Procedure. Must be available for investigative support 24/7/365.

The analyst will integrate tactical intelligence, operational intelligence and strategic intelligence in a legal, professional and structured manner under professionally accepted methods.

The scope and focus of the analyst duties will be in cooperation with other local, state and federal agencies and in complete compliance with 28 CFR Part 23.

The Analyst will operate and maintain the Consolidated Criminal Information Depository (CCID) Containing all Intelligence Information.

The Intelligence Analyst will ensure compliance with the UL Lafayette Police Privacy Policy, Intelligence Guidelines and all UL Lafayette Police Policy.

The Intelligence Analyst will maintain a support role in the Law Enforcement function, mindful and careful not to exceed the scope of their role when interacting with sworn personnel.

The Intelligence Analyst will work under the general supervision of the Major/Asst. Chief that serves as Officer in Charge of the Intelligence Unit (OIC).

Examples of Work

Receives and analyzes information of a confidential nature, placing pertinent facts in proper relationships; evaluates the information; and prepares comprehensive analytical products and reports based on available data.

Reviews all incoming newspaper and other publication articles relative to developing trends and patterns of criminal activity and culls any information of importance.

Accesses data from a variety of law enforcement and other sources and prepares reports on same to assist in criminal investigations or intelligence assessments.

Uses link analysis, event flow analysis, activity charting to develop inferences about the intentions and vulnerabilities of criminal groups, their key individuals, their methods of operation, and the extent of their criminal influence and scope; makes recommendations for investigative strategies.

Performs telephone record analysis; identifies significant contacts, frequency distributions and patterns of calls; completes written reports and link charts when appropriate.

Uses crime analysis techniques, statistical analysis and basic time series analysis to view, evaluate, and draw conclusions regarding patterns of crime.

Other Duties include, but are not limited to:

1. Operate and Maintain the UL Lafayette Police Webb Site, Tip Line, Facebook and Twitter.
2. Create LISTSERVS E-mail in color coded categories matching UL Lafayette Police dissemination policy.
3. Operate maintain and control UL Lafayette Police Intelligence data base (CCID) in close coordination with Louisiana State Police, FBI, LA FUSION Center and RISS Network.
4. Gather document, compile, analyses, interpret, store and disseminate Criminal Intelligence Information as required by UL Lafayette Police Policy, guidelines and privacy policy.
5. Prepare reports and track Geo-Call information.
6. Provide updates and professional police development materials.
7. Audit all police reports and jail bookings.
8. Coordinate and meet with all area investigators and analysts.
9. Attend intelligence meetings.
10. Attend and document community policing functions. Provide open source information to the public and private sector.
11. Prepare intelligence led policing materials and file statistical data.
12. Contact Lafayette Police and Lafayette Parish Sheriff's Office liaison every morning by 10:00 am.
13. Ensure all intelligence products, such as, LE Information, BOLO's, Patrol Alerts and Open Case Alerts are provided to all UL Lafayette Officers, city police Officers and all other local, state and federal Law Enforcement with signed UL Lafayette Police Privacy Policy Acknowledgement forms on file.
14. Conduct ILP meetings with the investigator supervisor to generate intelligence.
15. Prepare notes and agenda for daily ILP Strategy and Tactics meeting with the Chief of Police, Major/Asst. Chief, Patrol Captain and Investigator Supervisor.
16. Review Monthly Uniform Crime Reports.
17. Analyze Crime Star Calls for service daily to identify patterns and trends and post

Crime Star Data via geo mapping.

20. Monitor LEO and HSIN Information for distribution to officers.
21. Monitor ECLEP SIG on LEO.
22. Receive request from law enforcement for Intelligence information and search all resources, to include LSP/LASAFE and ROCIC.
23. Conduct "real time" internet data mining for criminal information.
24. Ensure data exportation to LSP/LASAFE, ROCIC and N-DEx systems.
25. Follow the SARA Model for police intelligence operations.
27. Attend all training as directed by the Chief of Police and/or Major/Asst. Chief.
28. Sustain membership in IALEIA.
29. Perform all other duties as prescribed by the Chief of Police.