Incumbent serves as Assistant Chief of Police and is responsible for performing a variety of managerial duties. Incumbent assists and advises in the development, evaluation, and implementation of departmental goals and objectives.

**ESSENTIAL FUNCTIONS**

The Assistant Chief of Police in the Department of Public Safety is responsible for assisting in the direction of parking services, and safety/security programs and functions as the director in his/her absence.

The incumbent directly oversees the Administration and Investigations Division.

In conjunction with the above duties, the incumbent will assist the Director in the administration and interpretation of laws, rules, policies and procedures; the preparation of studies and reports; ensuring that goals and objectives for the department, university

Under the direction of the Chief, ensures that program goals and objectives of the University/Board of Trustees are communicated and met. Ensures the proper enforcement of Florida Statutes and University rules and regulations

Advise and assist Chief of Police in formulating and implementing policies, procedures, rules and regulations governing departmental activities, and in planning, directing and reporting departmental activities. Interprets SUS, Florida Statutes and University rules and regulations.

**MARGINAL FUNCTIONS**

Perform other duties as required or deemed appropriate to accomplish the responsibilities and functions of the FAMU Department of Public Safety.
17. POLICY MAKING INTERPRATATION: What statutes establishes or defines the work performed?

18. SUPERVISOR'S POSITION: Number: 17270 Class Code: 9340 Class Title: Director, Safety and Security

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

Investigations Section—Law Enforcement Lt. #18228
Training/Communications/Records Section—Law Enforcement Sgt. #17279
Administration—Computer Systems Control Specialist #17479
Administration—Executive Secretary #18225

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

The Assistant Chief will assist the Chief in developing the department's budget.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

The Assistant Chief will have access to criminal data and personnel actions that require confidentiality.

22. KNOWLEDGE/SKILLS/ABILITIES:

The Assistant Chief must be extremely knowledgeable of the statutory provisions that govern law enforcement operations. The incumbent must have knowledge of law enforcement administration, traffic control, crowd control, investigative procedures, the judicial system, budget preparation and control, safety and security equipment, organizational and supervisory techniques, and the ability to communicate effectively verbally and in writing with all constituent groups.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW: Please review statements below check all that apply.

✓ This position requires a background check and/or fingerprinting, Florida Statues.
☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
☐ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
✓ This position requires licensure, certification or other special requirements described below.

Sworn Law Enforcement Officer Certification/State of Florida.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES: Incumbent: ___________________________ Date: ________
Reviewing Officer: ___________________________ Date: ________
Director of Personnel: ___________________________ Date: ________