

**MURRAY STATE COLLEGE**  
**Tishomingo, Oklahoma 73460**

**Job Description**

**Chief of Police/Director of Campus Safety and Security**

**General Description/Primary Purpose:**

This position is responsible for general safety and security of the campus community and property as well as occupational and public safety. This position effectively plans, organizes, directs and administers the overall police, emergency response, emergency management and emergency planning and training of the campus community.

**Classification:** Full-Time, Exempt

**Salary:** Salary commensurate with qualifications and/or experience. Full fringe benefits are included as part of the salary package

**Appointment:** 12-month appointment

**Description of Duties and Tasks:**

**Essential Job Functions:**

1. Supervise, schedule and provide security coverage for MSC campus.
2. Preparation and submissions of all federal, state and local reports as required such as the Clery Act compliance report.
3. Responsible for the development, implementation, and updating of all emergency operations procedures.
4. Maintain certification requirements. Attend CLEET training each year as required to maintain certification.
5. Provide all necessary NIMS training for new MSC Employees as directed by the HR Director and provide evidence of training to Human Resource Department for each employee file.
6. Campus Police – including, but not limited to law enforcement; patrolling of buildings and grounds; prevention of theft and vandalism, and emergency preparedness.
7. Enforce the College's rules and regulations as directed by supervisor; inform students of the consequences of violation.
8. Discover and prevent the commission of crimes; observe/be aware of activities of an unusual or suspicious nature.
9. Establish and maintain rapport with students and MSC staff.

10. Inform all of the consequences of violations of city, state and federal laws.
11. Enforce traffic laws and parking regulations.
12. Make arrests, conduct investigations, collect, process and present evidence as directed by supervisor.
13. Testify in court when necessary.
14. Collaborate/cooperative with local authorities when in the best interest of all parties or as agreed.
15. Provide daily reports to supervisor, recording problem areas (lights in need of replacement, unlocked doors, unsecured laboratories, etc.).
16. Provide assistance to other areas as needed during off-peak times and unlock campus areas as needed, i.e. when dorms are closed, during breaks, etc.
17. Deal with all individuals in a tactful, courteous and professional manner.
18. Assist with departmental development, implementation and updating of required written occupational safety and health programs and plans. These plans may include, as needed and/or as required:
  - Hazard Communication Program
  - Exposure Control Program (Bloodborne Pathogens, TB)
  - Hazard Assessment and Personal Protective Equipment Program (PPE)
  - Respiratory Protection Program
  - Chemical Hygiene Plan
  - Lockout/Tagout (LOTO)
  - Confined Space Entry Program
19. Assist departments and regulatory officers in conducting periodic occupational safety and health walk-through inspections.
20. Assist departments with quarterly safety training and other specifically required occupational training.
21. Assist Human Resources in maintaining OK-200 log of occupational injuries and illnesses. Ensure annual results are posted as required.
22. Conduct accident/injury investigations and illness exposure monitoring.
23. Establish and monitor a program for reporting and investigating "near-miss" situations.
24. Assist in conducting investigations into employee inquiries, suggestions and complaints.
25. Assist departments in maintaining required safety and health documents/files.
26. Assist with periodic inspections of motorized vehicles.

27. Provide care and maintenance of police equipment and uniforms.
28. Perform all other duties as assigned; assist in other areas as needed during off-peak security time.
29. Report directly to the Vice President for Business Affairs.

**Required Knowledge, Skills, and Abilities:**

1. Demonstrated leadership and supervisory skills.
2. Knowledge of police methods and procedures including patrol, crime prevention, traffic control investigation and identification techniques.
3. Possess good interpersonal communication skills.
4. Proven ability to utilize good judgment in crisis as well as routine situations.
5. Knowledge of criminal law and criminal procedures, including the rules of evidence, apprehension, arrest and custody of persons committing misdemeanors and felonies.
6. Knowledge of changes in Oklahoma State Statutes and OSHA Requirements and the ability to keep abreast of such changes, including institutional mandates.
7. Knowledge of first aid principles, practices and techniques.
8. Knowledge of state law and the commitment to upgrade/update this knowledge continually.
9. The ability to observe accurately and remember names, faces, numbers, incidents, and places.
10. The ability to use and properly care for firearms.
11. The ability to prepare clear and correct written reports.
12. The ability to synthesize information from a variety of sources, analyze situations, determine and take emergency action.
13. Meet firearms qualifications annually or more often, as required.
14. Ability to learn the operation of standard equipment and facilities required to perform assigned tasks.
15. Speak, read and write the English language.
16. Knowledge of Murray State College policies, procedures, student handbooks, rules and regulations.
17. Ability to respect confidentiality.

18. Troubleshooting, analytical, and problem solving abilities necessary to meet daily challenge of responsibilities.
19. Computer skills at a level necessary to prepare summary information and reports.
20. Experience of or training in working effectively in a culturally diverse workplace and/or servicing clientele from a variety of racial and cultural backgrounds.
21. NIMS Training Required: Campus Police

<i>IS-100.HE</i>	<i>IS-700.a</i>	<i>IS-800.b</i>	<i>IS-200.b</i>	<i>ICS-300</i>	<i>ICS-400</i>	<i>IS-LEB</i>
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**Other Ergonomic Requirements:**

The employee must speak, hear and see. The employee must maintain physical condition appropriate to the performance of duties and responsibilities which may include effecting arrests, subduing resisting individuals, performing life-saving or rescue procedures, chasing fleeing subjects, moving equipment or injured persons; effectively deal with personal danger; maintain audio-visual discrimination; maintain mental capacity to exercise sound judgment and rational thinking in emergencies, evaluate alternatives and choose an appropriate action, demonstrate intellectual capabilities during training and testing processes. The employee is required to work long hours without a break. The employee is regularly required to walk, stand, sit, climb stairs, bend, crouch, and reach with arms. All individuals are required to perform these movements without significant risk of injury to themselves or others, or otherwise demonstrate or explain how they can perform the essential functions of the job.

**Hours:**

The employee is required to work 40 hours per week to include days, nights, weekends, meeting a flexible schedule as necessary. Employee is required to be on-call as needed.

**Qualification Standards:**

1. Education: Bachelor's degree or other combination of education and experience. CLEET certified as defined in the Title 70, Section 3311 of the Oklahoma State Statutes, (or as amended).
2. Experience: A minimum of two years of law enforcement and OSHA occupational safety experience required. Experience and/or training in working effectively in a racially and/or culturally diverse environment.
3. Professionalism: MSC employees are expected to maintain a neat, well-groomed, and professional image at all times.
4. Background Check: The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

5. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
6. Image: Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.

**Application Process:**

Applicants must submit the following:

1. Letter of application
2. Resume
3. Unofficial college transcripts (NOTE: Official transcript(s) required upon employment)
4. List of three references
5. Murray State College employment application

Mail or deliver the above items to:

Human Resources Office  
Murray State College  
One Murray Campus  
Tishomingo, Oklahoma 73460  
humanresources@mscok.edu  
Telephone Number: 580-387-7211

**Application Deadline:** The review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

Final employment is contingent on providing verification of CLEET certification.

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**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL  
OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.

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