The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

**CHIEF, PUBLIC SAFETY**

**PUBLIC SAFETY DEPARTMENT**

**Classification:** Level 4 / Class Code 6105 / Exempt / Full-Time / Benefited

**Hiring Salary Range:** $72,374 – $101,299 annually (commensurate with qualifications)

**Posting Date:** August 28, 2015

**THE ROLE**

The Chief, Public Safety, reporting to the General Counsel, serves as the principle resource and advisor to the College administration on all matters related to Public Safety, and is responsible for the operations of the College’s Public Safety Department. The Chief of Public Safety reports to the General Counsel of the College, manages the Public Safety Department and leads a team of Public Safety Professionals.

**RESPONSIBILITIES**

Typical duties and responsibilities consist of, but are not limited to, the following:

- Works in uniform, directs the enforcement of laws, and the protection of life and property, and may be required to apprehend and make citizens’ arrests of law violators on or near College properties, pending assumption of custody of arrestee by the San Francisco Police Department.
- Develops, manages and implements procedures for Public Safety operations, including budget formulation and execution, communications and planning.
- Develops, maintains and enforces comprehensive written general orders and procedures for the department.
- Interviews, hires and evaluates Public Safety personnel; confers regularly with appropriate staff to plan and coordinate activities and staffing schedules to provide required public safety coverage on a 24-hour, 7-day a week basis.
- Establishes and maintains a professional working relationship with external law enforcement agencies.
- Manages the College’s contract for supplemental policing services provided by the San Francisco Police Department.
- Develops, plans, implements and conducts emergency preparedness training and evacuation drills, and maintains emergency supplies.
- Directs the utilization of communication, closed circuit television and alarm systems.
- Maintains and makes available to the public crime statistics in compliance with local, state and federal laws.
- Responsible for the College’s identification card access control system, and updates databases, as necessary.
• Investigates crimes and sensitive issues/activities and prepares related reports; participates in and supervises patrols of College properties to ensure that all facilities are secure and that unusual and potentially hazardous conditions are investigated and eliminated.
• Responds to medical and other calls as needed.
• Performs other related duties as assigned.

REQUIREMENTS
EDUCATION AND EXPERIENCE
• Bachelors Degree, preferably in Police Science, Criminology, Criminal Justice Management, or related discipline supplemented by the completion of POST approved Police Academy or POST approved Basic Course training. Level III, Parts 1 and 2, Level II, and Level I and a minimum of five (5) years of law enforcement/security experience in a supervisory/management capacity or an equivalent combination of training and experience.
• Experience directing public safety/policing operations in an urban academic environment helpful.

KNOWLEDGE, SKILLS & ABILITIES
• Applicable State and Local laws and ordinances, including penal, health and safety, and fire codes; laws governing private citizens’ arrests; developing and maintaining an emergency evacuation plan; strong management, fiscal and leadership skills and abilities; excellent oral and written communication skills; knowledge of law enforcement/public safety methods and investigative procedures.
• Ability to interact effectively with a culturally and ethnically diverse community; ability to work with modern security devices (e.g. alarm systems, closed circuit monitoring, control access systems); ability to train, develop and evaluate staff and to develop and administer departmental budget.
• Must be computer literate.

FITNESS REQUIREMENTS
• Ability to lift heavy items, squat, kneel, bend, run and patrol buildings by foot to include stairways and stairwells for lengthy periods of time. Hear ordinary conversation and other sounds in both face to face and group situations. Pass a medical examination.

BENEFITS
• Comprehensive medical, dental and vision insurance coverage
• Life Insurance
• University of California Retirement Plan (defined benefit)
• Disability Insurance
• Legal Insurance
• Generous vacation and sick leave
• Thirteen paid holidays per year
• Pre-tax Retirement Savings Programs
• Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS

CERTIFICATES AND LICENSES
The following certificates and licenses must accompany your completed staff employment application form. APPLICATIONS FILED WITHOUT ALL OF THE REQUIRED DOCUMENTS WILL BE REJECTED.
• POST approved Police Academy Certificate or POST approved Basic Course training. Level III, Parts 1 and 2, Level II, and Level I Certificates
REQUIRED APPLICANT TESTING
Applicants evaluated as meeting the position requirements will be scheduled for required testing, unless employed by the agency already. Failure to pass any component of the required testing will eliminate candidates from further testing and consideration of employment.

- WRITING PROFICIENCY EXAMINATION
- DEPARTMENTAL INTERVIEW
- BACKGROUND INVESTIGATION
- PSYCHOLOGICAL EVALUATION
- MEDICAL EXAMINATION

To apply, go to:

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: **This position has been designated as “sensitive” and requires a pre-employment background check.**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer