



Chief of Police

Position Summary:

The Chief of Police provides leadership, guidance, and direction for the Oklahoma City University Police Department to ensure a safe and secure campus community. The Chief of Police is a key, visible member of the university community committed to upholding the institution's [core values](#).

The Chief of Police reports to the CFO.

Duties and Responsibilities:

- Demonstrate an attitude and behavior that is reflective of the values and mission of the university and department.
- Develop, administer, and evaluate policies and procedures for the Oklahoma City University Police Department to ensure the appropriate protocols reflect new case law, legislation and best practices in university policing. The Chief works with administration to ensure policies, programs and procedures are consistent with the university mission and core values.
- Create and foster a safe and welcoming campus environment in which each person feels included and valued as a member of our campus community.
- Cultivate relationships and develop rapport with the campus community and surrounding area to foster mutual trust, understanding, and respect of individual rights and responsibilities.
- Utilize best practices in law enforcement to support and enhance program development with the intention of seeking IACLEA accreditation within three to five years.
- Direct and coordinate university security, safety, and protection programs to include traffic control, patrolling of physical property; enforcement of statutes and University regulations, crime prevention and investigation of accidents, injuries and criminal acts.
- Responsible for the coordination, evaluation, and documentation of campus-wide emergency drills in compliance with applicable local, state, and federal laws.
- Plan and direct the implementation of the department's short and long term goals, objectives, and strategies. Ensure the department mission aligns with the mission of the university.
- Provide law enforcement advice, support, and information to Oklahoma City University administration on policy and procedural changes that reflect current best practices for police department
- Coordinate with the university risk manager for emergency preparedness and response. Serve as the co-chair of the university's Safety Preparedness Committee. Responsible for contributing to the university's Emergency Operations Plan (EOP) and partnering with the university risk manager to ensure the campus community is properly trained and familiar with the EOP.
- Responsible for all aspects of the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act including but not limited to timely warning, annual reporting, and training.

- Collaborate with the university's Title IX Coordinator and other university personnel to ensure compliance with Title IX and other state and federal regulations.
- Plan and schedule work of police employees ensuring proper distribution of assignments, adequate staffing, equipment, and facilities for performance of duties.
- Coordinate the preparation of operational reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions.
- Serve as liaison and partner with local outside law enforcement and first responder agencies. (i.e. Oklahoma City Police Department, Oklahoma County Sheriff's Office, District Attorney, Oklahoma City Fire Department, EMSA, etc.) In coordination with University General Counsel, develop, execute, and maintain mutual aid agreements, procedures, and standards
- Plan and direct training programs to provide current information and techniques to police employees.
- Prepare and present formal and informal security briefings to members of the university and local community.
- Present budget estimates, control expenditures of departmental appropriations, and establish operational standards for the department.
- Responsible for maintaining professional conduct of police employees through the adherence to appropriate policies and procedures of the department and University.
- Attend conferences and meetings to keep abreast of current trends in the field.
- The university reserves the discretion to provide the Chief with a university-owned vehicle intended to ensure the Chief is able to respond timely to critical situations. The Chief may use the vehicle to travel from their residence to the campus or other places of official university business only (including required maintenance).
- Perform other duties as assigned.

Why work with us?

We offer a lively campus work environment and are proud to offer a comprehensive benefits package including:

- Retirement – up to 5 percent of base pay with employee contribution of 5 percent
- Health, dental and vision insurance
- University pays 70 percent of employee premium and approximately 50 percent of total family coverage
- Flex spending accounts and medical debit card
- Up to 15.5 paid holidays per year
- Paid sick leave
- Paid vacation leave
- University-paid life and disability insurance
- Shared leave for extended catastrophic illnesses
- Strong support for continuing education
- Tuition remission - 100% undergraduate
- Opportunities for dependents of employees to attend OCU or 660 other private universities tuition-free

Additional Programs and Benefits

- **Employee Assistance Program (EAP)**– Confidential resource available to employees and family members to assist with a wide range of work/life balance issues
- **Voluntary Benefits** – The university offers several payroll-deducted voluntary plans including reduced gym membership at Gold’s Gym, accidental injury and critical illness policies, auto insurance, and other offers that vary by plan year
- **Fitness Center Access**– Employees may use the on-campus fitness center at no cost.
- **Free and/or Discounted Event Admission**– Employees may attend athletic events at no cost. Performing arts and other event tickets may be discounted.
- **Wellness Time**– Staff get 60 minutes of wellness time to use in on-campus activities each week.
- **Discounted Meals** – Employees pay a reduced rate for meals in the cafeteria.

For any additional questions about the position please contact us at hrrecruitment@okcu.edu

Required Skills

- Excellent written and oral communication skills
- Must demonstrate the ability to communicate with diverse individuals and groups honestly, fairly and respectfully
- Excellent leadership abilities with a progressive and inclusive approach to law enforcement
- Excellent computer skills, with a proficiency in MS Word, MS Outlook and MS Excel with a Windows operating system
- Knowledge of applicable state, local, federal laws and campus policies
- Skill in resolving conflicts and problems
- Ability to gather and analyze data
- Ability to prepare reports in a clear, concise, and detailed manner
- Ability to develop and review department policies and procedures
- Knowledge and use of firearms in police operations.
- Possess knowledge and understanding of routine and emergency police operations
- Ability to develop and manage a departmental budget
- Knowledge of human resources principles and employment law
- Knowledge of Incident Command System and Emergency Management
- Skills in organizational management and planning

Required Experience

- Graduation from an accredited college or university with a Bachelor's Degree is required.
- A minimum of ten years of progressively responsible management experience in law enforcement is required.
- A Master’s degree in Criminal Justice, Public or Business Administration, or a related field is preferred.
- A suitable combination of education and experience may be substituted for minimum qualifications.

[Additional Required Application Materials](#)

Cover Letter, CV or Resume, List of Professional References

To apply:

Chief of Police - 2501 N Blackwelder Ave, Oklahoma City, Oklahoma - Oklahoma City University
(silkroad.com)