

Cuyahoga Community College Job Description

Job Title: Chief of Police/Vice President, Campus Police & Security Services
Department: Campus Police and Security Services
Reports To: Executive Vice President/Treasurer, Administration & Finance
FLSA Status: Exempt
Employee Class: 01 - Administrator
Position Class: A8030
Grade: E3
Bargaining Status: Non-Bargaining
Draft Date: October 2025
Date of Last Review: October 2025

SUMMARY

The Vice President and Chief of Police provides visionary leadership and strategic direction for all law enforcement and public safety functions of the Cuyahoga Community College Campus Police and Security Services Department. This position ensures the safety and well-being of the campuses by directing and overseeing department operations, developing and implementing policies, and promoting a culture of proficiency, professionalism, and integrity. The Chief leads a multidisciplinary team of sworn and civilian personnel to ensure the delivery of effective, equitable, community-focused policing and security services across all campuses. The Chief is responsible for developing and implementing policies, modern police operational strategies, and continuous improvement and training to enhance community trust, reduce crime, and promote a safe, inclusive learning environment for students, employees, and visitors.

As a forward-thinking and collaborative leader, the Chief of Police fosters a culture of integrity, innovation, and transparency within the department and throughout the College community. This role requires comprehensive knowledge of contemporary law enforcement practices, including patrol operations, investigations, and crime prevention. The Chief must possess an in-depth understanding of constitutional and civil rights protections, and federal and state laws. Proficiency in departmental administration is essential, including budgeting, personnel management, and operational readiness. The position must balance enforcement with engagement—building partnerships that support student success, advance institutional goals, and reflect the College’s commitment to respect and professional excellence in public safety.

ESSENTIAL FUNCTIONS

- Provides strategic leadership for the Department, establishing goals, performance standards, and a culture of accountability, inclusivity, and public service.
- Provides advisement and guidance to the College’s Executive Vice President/Treasurer, President and other executive leaders on all matters related to law enforcement, campus safety, and emergency response.
- Develops and plans long range goals, objectives, organizational structure, and overall direction for the Department. Monitors, reviews and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the objectives of the Department are developed and maintained in accordance with the College Strategic Plan.
- Ensures department-wide compliance with legal and ethical standards, accreditation standards, department policies and procedures to ensure compliance with applicable laws and best practices, and collective bargaining agreements directives.

- Oversees the effective and efficient administration of the Department directly, and through the efforts of subordinate supervisors and staff.
- Provides guidance to command staff in resolving/improving performance standards. Assists Command Staff, as necessary.
- Fosters a respectful workplace. Promotes and maintains a culture of accountability, professionalism, competence, and service excellence.
- Identifies and plans for current and future law enforcement needs in a rapidly changing environment.
- Maintains departmental readiness and continuity of operations during emergencies and directs emergency response planning and training.
- Advises, develops, and provides oversight on standards of conduct, ensuring timely and impartial resolution of personnel complaints, use-of-force incidents, and alleged misconduct.
- Develops and administers immediate and long-range budgets. Ensures the department operates within the annual budget and directs the annual budget process for the department. Monitors expenditures and revenues. Forecasts spending, staffing and revenue levels. Evaluates technology and equipment needs and provides recommendations.
- Ensures the fair, impartial, and consistent enforcement of federal, state, and local laws, as well as College policies and procedures.
- Collaborates with local, state, and federal partners to develop security protocols and ensure appropriate staffing, threat assessment, and crowd management for large-scale campus events, including commencement ceremonies, athletic events, concerts, visiting dignitaries, guest speakers, and public gatherings. Develops and maintains intergovernmental and mutual aid agreements as needed.
- Partners with other College departments such Legal Services, Human Resources, etc. to ensure effective communication, promote collaboration, and consistent application of College policies and procedures.
- Serves as the senior campus law enforcement official representing the College to external stakeholders, government agencies, and community organizations.
- Directs and participates in the College's Threat Assessment and Behavioral Intervention Teams, ensuring early identification and response to potential safety or mental health concerns affecting the campus community.
- Ensures compliance with the Jeanne Clery Act, Title IX, the Violence Against Women Act (VAWA), the Family Educational Rights and Privacy Act (FERPA) and other federal and state mandates related to campus safety and reporting.
- Prepares and submits the Annual Security Report in compliance with the Crime Awareness and Campus Security Act of 1990 and other legally required reports and statistics to the U.S. Department of Education and other agencies.
- Ensures analysis of crime and campus safety data trends to develop prevention strategies, community outreach initiatives, and proactive policing programs.
- Ensures transparent, timely, and accurate communication during emergencies, coordinating with the College's communications team for alerts and public information releases.
- Performs other related duties as assigned by the Executive Vice President/Treasurer, President or designee.

REQUIRED QUALIFICATIONS

EDUCATION AND EXPERIENCE/TRAINING

- Bachelor's degree in Police Science, Criminal Justice, Public administration, or related field.

- Minimum of ten (10) years of supervisory/command experience in a sworn law enforcement position.
- Valid Ohio Peace Officer Training State Certification or ability to obtain within the time limit designated by the College.
- Valid motor vehicle operator's license. An Ohio motor vehicle operator's license must be obtained upon employment.

OTHER QUALIFICATIONS

- Must successfully complete a thorough background clearance, physical examination, drug test, and psychological evaluation, which shall be no older than thirty (30) days.
- Must meet ongoing departmental standards for qualification and carrying of a semi-automatic firearm.
- Residency is required in the state of Ohio and be within commuting distance of the work location/campus to respond to onsite work demands upon the employment start date and throughout the duration of your employment with the College, as outlined in 3354:1-40-01.1 Recruitment and Selection Procedure.

KNOWLEDGE, SKILLS and ABILITIES

- Possess comprehensive knowledge of modern administration & organizational leadership theories, concepts, and practices with the ability to use in complex, difficult and/or unprecedented situations
- Possess comprehensive understanding of current trends, standards, and best practices in campus law enforcement, emergency management, and community policing.
- Possess working knowledge of federal and state laws applicable to higher education public safety, including the Clery Act, Title IX, Family Educational Rights and Privacy Act (FERPA), and the Violence Against Women Act (VAWA).
- Possess knowledge of police and security operations within an educational environment, including patrol, investigations, threat assessment, crime prevention, and behavioral intervention.
- Possess strong analytical and strategic planning skills with the capacity to apply data-driven decision-making and continuous improvement methods.
- Experience with budgeting, fiscal management, and resource allocation in a public-sector or higher education environment.
- Possess knowledge of collective bargaining principles, labor relations, and personnel management practices.
- Proficiency with police equipment, vehicles, communications systems, and modern security technologies.
- Competence in research, data analysis, and report preparation related to crime statistics, safety assessments, and accreditation standards.
- Skilled in leading, motivating, and developing personnel through effective communication, mentorship, and accountability.
- Proven ability to analyze complex issues, evaluate alternatives, and make sound, evidence-based decisions under pressure.
- Effective communication skills in writing, public speaking, and media or community engagement.
- Capacity to manage sensitive or confidential information in compliance with laws and institutional policies.
- Proficiency with technology-based tools for scheduling, records management, and incident reporting.

- Experience with fleet management, including vehicle budgeting, maintenance, and assignment processes.
- Possess knowledge of property and evidence handling, recordkeeping, and public safety reporting standards.
- Ability to work accurately with great attention to detail.
- Demonstrated advanced project management skills.
- Ability to confidentially and discreetly handle subject matters requiring privacy and sensitivity.
- Ability to collaborate, persuade, gain cooperation and acceptance of ideas on significant projects.
- Ability to collaborate, negotiate and resolve conflicts on major projects.
- Ability to facilitate top-level collaboration while managing sensitive issues.
- Ability to develop and maintain relationships with key contacts to enhance workflow and quality.
- Ability to travel between campuses and work flexible hours, including evenings and weekends, as required.
- Possess sensitivity to respond appropriately to the needs of the community.

COMPETENCIES

CRITICAL COMPETENCIES

- Collaboration
- Service Focus
- Communication

VERY IMPORTANT COMPETENCIES

- Adaptability
- Quality of Work

IMPORTANT COMPETENCIES

- Continuous Improvement
- Time Utilization

PREFERRED QUALIFICATIONS

- Campus law enforcement leadership experience.
- Additional specialized leadership education, such as program completion through the FBI-National Academy, Northwestern University Center for Public Safety, Southern Police Institute Command courses, or equivalent program is preferred.
- Graduate Degree.

PHYSICAL DEMANDS/WORKING CONDITIONS

(The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- The work is typically performed in a normal, professional office environment.
- The work area is adequately lighted, heated, and ventilated.
- Typically, the employee may sit comfortably to perform the duties of the job and will perform repetitive motions with hands/fingers using a computer mouse and keyboard to type.
- Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite.

- Work requires occasional exertion of up to 50 pounds of force and occasionally requires walking, stooping, kneeling, crouching or crawling, and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.

EQUAL OPPORTUNITY STATEMENT

Cuyahoga Community College is committed to attaining excellence through the recruitment and retention of a qualified workforce. Cuyahoga Community College is an equal employment/educational opportunity institution.