

## Eastern Illinois University

### Chief of Police

Located on the Eastern side of Illinois, midway between Indianapolis, IN and St. Louis, MO, Eastern Illinois University has provided students with transformational experiences for more than 125 years. A public co-ed, masters-level university, EIU serves undergrad and graduate students in academic programs across the liberal arts and sciences as well as the professional fields of business, health and human services and education. All degree programs are grounded in a liberal arts core to help students develop their critical thinking, problem solving and communication skills. With a 14:1 student-faculty ratio, the university is known for its student-centered mentality, and talented and caring faculty. EIU prepares more undergraduates who go on to earn doctoral degrees than any other master's college/university in Illinois, according to a recent National Science Foundation survey. In addition to ranking first in the state, EIU ranks in the top 5 percent nationwide. EIU values the factors which foster student success: an intimate learning environment; excellence in teaching; intellectual curiosity; and diversity, equity and inclusion.

**Overview of Position:** Reporting to the Vice President of Student Affairs, the Chief is a sworn, armed law enforcement officer and provides administrative and supervisory oversight of the University Police Department. EIU Police Officers derive their police powers from the State of Illinois. The Commission provides the individual officer with all the powers of municipal and county police officers in the State of Illinois. Campus police work traditional vehicle, bicycle and foot patrols responding to non-emergency and emergency calls for service, as well as staffing special events on campus.

Eastern Illinois University is seeking a Chief of Police to lead the Department. Overseeing an annual budget of \$1.4 million dollars, the Chief is responsible for oversight of sworn and non-sworn personnel, the safety shuttle, campus parking and is a leader on the institutions Emergency Management and Threat Assessment Teams.

### **Position Accountability**

The Chief of Police oversees the day-to-day operation of Campus Police, including:

1. Supervises, coordinates, and administers all aspects of programs and activities associated with the University Police Department and with assigned public safety responsibilities.
2. Provides leadership in the development, implementation and enforcement of policies and procedures related to the University Police Department and assigned public safety responsibilities in accordance with state and federal regulations.
3. Works with college administration, faculty, students, and other campus stakeholders to provide public safety in accordance with best practices as recognized by state and national standards.
4. Recruits, hires and retains staff that align with the vision, mission, and purpose of the institution as well as 21<sup>st</sup> century policing practices.
5. Evaluates staff in accordance with University policies and practices and makes recommendations regarding promotions and disciplinary action to the Vice President for Student Affairs.

6. Makes recommendations to the Vice President for Student Affairs concerning budgets and assumes responsibility for the appropriate use of funds in the University Police Department.
7. Develops and maintains campus law enforcement operations that are focused on the Community Oriented Policing philosophy.
8. Lead the Police Student Advisory Board and explore/implement creative ways to engage with campus community, both in person and via technology.
9. Administers the parking, vehicle control and pedestrian safety programs.
10. Manages the campus shuttle bus system, recruit and hire drivers, promote utilization, collaborate with student government on student satisfaction, routes, and funding.
11. Responsible for physical security that includes building lock systems, alarm and security video systems, for the main campus and off-site facilities.
12. Prepare and submit the "EIU Annual Safety and Security Report" (including the Fire Safety Report) in accordance with the Clery Act and any other required federal and state legislation. Maintain the department records management system, including the daily crime log (as required by the Clery Act), incident logs, investigative reports, and evidence logs as required.
13. In partnership with the Director of Environmental Health and Safety Officer, responsible for emergency preparedness planning and procedures which include emergency mass communication systems (EIU Alert), training and emergency exercises.
14. Participate in department, division and institutional assessment activities as required in addition to reviewing public safety protocols for updating and improvement. The University Police Department is currently not an accredited law enforcement agency. A key goal of the new hire would be to gain accreditation for the campus police department through IACLEA, CALEA or both.
15. Analyze past crime problems and assist in developing and implementing plans to reduce or eliminate such problems.
16. Develop and implement a training program for officers and support staff that meets or exceeds state and federal requirements.
17. Establish and maintain a favorable working relationship with external emergency response agencies, including but not limited to police (Charleston Police Department (CPD), Mattoon Police Department (MPD), and Coles County Sheriff's Office), and fire and emergency medical services (Charleston Fire Department).
18. Serve on the University's Threat Assessment Team. Work with the Vice President for Student Affairs to ensure employees are aware of Threat Assessment reporting options. Review and investigate Threat reports to ensure appropriate intervention and response strategies are implemented.
19. The Chief oversees compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) to include campus education on who constitutes a campus security authority, training on the requirements of the Act, the accurate compilation and classification of crime and fire statistics for campus, fulfilling the requirements of drafting the annual safety and fire report, ensures institutional compliance with required timely and emergency warnings, and in keeping appropriate documentation for audit purposes by the U.S. Department of Education. Oversees compliance with the Higher Ed Opportunity Act of 1965, as amended, as it relates to emergency preparedness policy statements and processes and mandates and in complying with the guidance set forth under Title IX as it relates to the roles of campus police.

20. Perform related work as required, including but not limited to, on call responsibilities, fill in or support shift supervision, respond to calls for service as needed, make arrests and enforce traffic laws as warranted, and participate on appropriate college committees.
21. Performs other duties as assigned by the Vice President.

### **Knowledge, Skills, Training, Experience**

- A proven leader in the campus security and public safety field.
- A track record of building strong collaborative relationships with key departments on campus.
- Experience leading a diverse staff that provides a full range of security and police services.
- Experience developing long term goals, strategic plans, operational policies and procedures.
- Experience developing physical security plans and implementing security systems and solutions to enhance the physical security of facilities.
- A track record of managing a police/public safety operations budget.
- Experience collaborating with essential internal and external departments to manage the successful response to emergencies.
- Passion to manage and lead a dynamic public safety organization.
- Demonstrated commitment to Diversity, Equity, and Inclusion.

### **Requirements:**

- Bachelor's Degree in Criminal Justice or related field and at least 5 years as a sworn member of a campus, local, state, federal or military law enforcement or private agency which duties involved developing and/or administering public safety programs as a supervisor or administrator.
- Possess or have the ability to earn state police certification with the Illinois Law Enforcement Training and Standards Board (ILETSB) within one year of hire date.
- Strong written and oral communication skills are essential.
- A proven track record of effective supervision within a law enforcement setting is essential.
- The ability to develop effective and sustained relationships with students, faculty staff and administrators is required.
- Able and willing to work a flexible schedule, to meet requirements of the position, including frequent extended days, nights, weekends, and on call responsibilities
- Proactively develops and supports staff to achieve excellence through increased training, feedback and responsibility
- Demonstrated commitment to Diversity, Equity, and Inclusion
- Must have a valid Driver's License.
- Intermediate computer/word processing skills required.

**Preferences:**

- Campus Law Enforcement/Public Safety Management experience in a College or University setting.
- Master's degree and/or graduation from the FBI National Academy or other similar law enforcement leadership program.
- Experience with security technology systems.
- History of modeling courteous engagement and outstanding customer service with members of the campus community) while ensuring clear and firm adherence to safety principles, established policies/procedures and laws.
- Proven ability to develop, empower and motivate direct reports to engage with the campus community and advocate for diversity and equity within the department and the broader campus community.
- Knowledge of First Aid and CPR desirable.

Salary will be commensurate with education and experience.

**Go to D. Stafford and Associates website at [www.dstaffordandassociates.com](http://www.dstaffordandassociates.com) and click on the Candidate Application/Interest Portal (bottom right side of the footer). Use the signup code 0e3341fb (this number starts with zero and is case sensitive) to apply.**

*Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer – minority/female/disability/veteran – committed to achieving a diverse community.*