

**Westminster College  
Position Vacancy**

**Campus Public Safety Supervisor**

Westminster College, New Wilmington, Pennsylvania, is seeking highly qualified and passionate candidates for the full-time position of Campus Public Safety Supervisor.

The position of the **Westminster College Campus Public Safety Supervisor** is an unarmed and non-sworn position responsible for supervising the delivery of service aimed at providing exceptional safety and security for the Westminster College community that includes students, faculty, staff, visitors and property, while maintaining peace and order, controlling and preventing criminal activity, and upholding the College's standards of conduct. Qualified individuals will perform departmental supervisory responsibilities of campus safety officers that include vehicle and foot patrols, responding to emergencies, working in conjunction with local law enforcement and first responder organizations, responding to alarms and calls for assistance, conducting building physical security, providing special event security, investigating and writing reports for minor crimes and conduct violations, and will play an instrumental role in contributing to the community environment by maintaining a visible and approachable presence.

**Essential Job Functions**

- Perform supervisory responsibilities over the work of the Campus Public Safety Officers on an assigned shift, including assigning work and scheduling
- Provide Campus Public Safety Officers appropriate orders and direction to maintain flow of assignments, providing positive feedback, guidance, and counseling
- Provide ongoing training for Campus Public Safety Officers that includes initial training, on-the-job training, in-service training, and coordination of first aid, CPR, AED, and other focused training requirements
- Perform and document follow-up investigations of all incidents occurring on an assigned shift and as required
- Coordinate and convey campus crime prevention information and strategies
- Work closely for and with the Director of Public Safety in support of the comprehensive campus safety program based on law enforcement skill sets, security principals, physical/electronic security, fire and emergency services, and emergency management
- Will serve in the capacity of the Director of Public Safety in his absence and to augment the collective public safety approach
- Provide daily summaries of shift activity and/or oral briefings to the oncoming shift
- Manage employee payroll tracking and administrative requirements
- Conduct campus patrol (mobile/walking) during the assigned day shift and as required

- Respond promptly and professionally to requests from students, employees and visitors for emergency and general security & safety services
- Enforce the rules, policies, and procedures of the Westminster College Department of Public Safety and Student Affairs in order to maintain a peaceful and orderly academic environment
- Conduct thorough security checks of all assigned College facilities in order to ensure their integrity and the safety of their inhabitants and contents
- As assigned, conduct thorough investigations into incidents involving violations of college policy, criminal offenses or suspicious circumstances. This may include reviewing campus safety cameras, electronic access records and resources
- Submit comprehensive written reports on all incidents involving violation of College policies, criminal offenses, or suspicious circumstances
- Promptly correct and/or report to the Department of Public Safety Director, all observed safety, security, utility, environmental and fire hazards
- Provide periodic inspections of various safety equipment located on campus
- Manage the department logistical operations that include vehicle fleet management, property accountability, and continual assessment of needed items/equipment to enhance officer safety and the collective mission
- Assists with the collection and maintenance of all statistical information related to crime on campus to comply with all reporting requirements as outlined in pertinent state and federal government regulations, including preparation and submission of the annual Clery Act Report
- Fulfill requirements of a Campus Security Authority (CSA) as defined by the Jeanne Clery Act in relation to reporting crimes to law enforcement authorities
- Exceptional delivery of customer service using a community focused approach
- Willingness and ability to work flexible hours, including evenings, weekends, holidays and overtime coverage for special campus events

### **Qualifications**

- Bachelor's Degree in criminal justice, law enforcement, emergency management or related field
- ACT 120 certified (or similar state police academy completion/certification) and experience as a senior law enforcement leader with 15 years of professional experience leading law enforcement or security operations
- Valid state driver's license

- Experienced in the planning, coordination, and delivery of law enforcement, security and emergency management training
- Strong personal integrity and reliability
- Excellent interpersonal and written communication skills
- Strong computer skills that include the Microsoft Office suite
- Willingness and ability to engage with the Westminster College's diverse community, while always focusing on customer service and promoting a culture of dignity & respect

Candidates with the appropriate skills should send their **letter of interest, resume, and names of three professional references** by email to [lenzpr@westminster.edu](mailto:lenzpr@westminster.edu) no later than **February 1, 2023**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.