Classification Specification for Unclassified Service

Title: Police Major

Pay Scale Group: 20-1

Essential Function

Under general supervision from the Chief of Police, provides extensive professional assistance and recommendations on campus issues to the Chief and other campus executives.

Characteristic Duties

Advises the Chief on a variety of campus issues and assists in developing policy in all areas of compliance for the University of Cincinnati’s Public Safety Department, as defined in State and Federal Statute, local ordinance, administrative codes and policies and procedures.

Directs internal communications and coordination within all levels of the department; briefs the Chief on all law enforcement activity.

Works closely with the Community Engagement Unit in messaging to the community and media outlets.

Works directly with the Chief and Business Manager on preparation of the budget; works with departmental units to ensure funding requests support the Chief’s overall vision for the campus; attends budget meetings to advise on budgetary matters, capital projects, and grants.

Works directly with Division and Unity managers on day-to-day issues, special projects and urgent problems to design solutions and implement programs. Reviews proposed policies and procedures to advise the Chief on adoption and/or implementation, particularly as they interface with best practices and accreditation; Recommends changes in department policy, when appropriate.

Advises and assists the Chief on delivery of public safety services and coordinates, on behalf of the Chief, the implementation of services that involve different departments; advises Division and Unit managers on the development of future plans, research, and strategic initiatives.

Assures implementation of programs developed and initiated by the Chief; may direct the development of programs to determine community needs, to involve community members, or to measure the effectiveness of department programs or services.

Directs the resolution of issues raised by the campus community; Solicits issues for Staff Meetings; Advises the Chief on unresolved issues that must be addressed.

Directs preparation of reports on behalf of the Chief; directs verbal and written correspondence through the Office of the Chief.

Collaborates with the Public Information Officer and the Chief regarding media relations, release of information and the department’s position on a variety of issues.

Created 12-3-14
On behalf of the Chief, represents the department’s interests to other public and private entities; represent the Chief at meetings, as required.

May act as Chief in absence of the Chief or Assistant Chief.

Perform other duties as assigned.

**Unusual Working Conditions**

Law enforcement hazards. Requires ability to gain physical control of suspects/prisoners/patients, climb stairs, run after suspects, and provide first aid and emergency care. Must maintain agility and physical fitness. Use and maintenance of firearms. Supervise after-hours events and is on call at all times unless relieved by Police Chief/Director of Public Safety. May work in inclement weather.

**Minimum Qualifications**

Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years’ experience; degree must be in Criminal Justice, Public Administration, Business Administration, or related field. Experience must be in criminal justice administration. Two years of experience must be in an administrative position with the Chief of Police. Must show progressively more responsibility and have experience as a direct supervisor.

**Knowledge, Skills, and Abilities:**

Thorough knowledge of the principles and practices of campus law enforcement, as well as a good understanding and knowledge of the functions of higher education; considerable knowledge of the laws, ordinances, and regulations relating to campus policing.

Ability to make acceptable professional recommendations on short and long term policy development concerning matters of major importance to the community and administration of the University of Cincinnati. Ability to meet and deal effectively with department personnel, governing bodies, outside agencies, and the public. Ability to organize, delegate and establish meaningful goals; establish effective working relationships with employees and the public. Ability to communicate effectively, both orally and in writing.

**Preferred Qualifications**

Experience working in professional standards with Clery Act compliance is preferred. Graduation from a recognized command school such as FBI National Academy is highly preferred.