

Deputy Chief of Investigations  
University at Buffalo, The State University of New York

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Downloaded On: Jun. 30, 2024 11:21am

Posted Aug. 24, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Deputy Chief of Investigations
<b>Department</b>	University Police
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 24, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Public Safety
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44736">https://www.ubjobs.buffalo.edu/postings/44736</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The **Deputy Chief of Investigations** is responsible for all facets of the investigative function. The primary responsibility is reviewing all police reports and coordinating the appropriate level of investigative follow-up based on NYS Law, university and agency policy.

An important role of this position is to maintain high standards and best practices for the investigative function, to include:

- Consistent follow-up with victims and complainants
- Reviewing all reports for completeness and accuracy
- Returning reports that require modifications to the appropriate supervisor

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- Properly recording incidents in accordance with NCIC standards and Clery Act requirements

In this role the Deputy Chief of Investigations will be responsible for reviewing and maintaining all Clery Act statistics for the campus. This includes revising the mandated Annual Security Report and ensuring that all reportable incidents are properly recorded.

This position is responsible for the maintenance of high morale, and an effective, well disciplined, and professional law enforcement function within the constraints of a complex civil service structure and requirements of a negotiated union contract. Obtaining and maintaining proper university support through the cooperative efforts of personnel, students, administration, and faculty. This occasionally requires working various shifts to supervise the Investigative Division and respond to assist with major incidents as needed.

The Deputy Chief of Investigations:

- Assists in the development and/or participation in the formulation of university strategies, safety plans, and administration actions, and procedures consistent with the mission of the university in relationship to the health, safety, and welfare of persons and property.
- Is responsible to work with command staff, University Student Life, and University Employee Relations with proactive interventions and non-criminal investigations, such as: threat assessments, background investigations, internal affairs, and other sensitive matters involving faculty, staff and students, and may be personally responsible to conduct such activities or investigations.

The Deputy Chief of Investigations reports directly to the Chief of Police, and may assume the responsibilities of the Chief in their absence when designated.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our [benefits website](#) to learn about our benefit packages.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a

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flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

#### **Education:**

- Bachelor's Degree or equivalent combination of education, training and experience. Graduate degree and specialized training for executive level law enforcement personnel, such as FBI National Academy, is preferred.
- Specialized law enforcement training in investigations.
- Qualified for New York State Law Enforcement Certification.

#### **Experience:**

- Minimum of ten years law enforcement experience with at least five years dedicated to criminal investigations.
- Demonstrated supervisory experience of law enforcement personnel, law enforcement experience in a university setting and experience with Clery Act compliance is preferred.

#### **Specialized Skills:**

- Demonstrated leadership and human relation skills required.
- Excellent interpersonal, written, and oral communication skills, analytical team building and organizational skills necessary.
- An understanding of the special nature of a university and the role of University Police in such an environment is required.

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### Preferred Qualifications

- Bachelor's degree in criminal justice, political or social science.
- Master of Science Degree.
- Advanced law enforcement supervisory training, i.e., FBI LEEDA, FBI N.A.
- Specialized training and/or experience in conducting threat assessments, investigating sex offenses, computer related crimes, maintaining Clery Act compliance.
- Experience with staff supervision.
- Experience working in a university setting.

### Physical Demands

Position is expected to be physically capable to perform the duties of a police officer.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact