

Deputy Chief of Police - Administration
University at Buffalo, The State University of New York

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Posted Feb. 2, 2024, set to expire Aug. 4, 2024

Job Title	Deputy Chief of Police - Administration
Department	University Police
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Safety
Job Website	https://www.ubjobs.buffalo.edu/postings/47884
Apply By Email	
Job Description	

Position Summary

The Deputy Chief of Police Administration is responsible for maintaining high standards and implementing best practices for the department's dispatch communication operations, use of technology, and coordinated emergency response procedures.

An important role of this position is to oversee critical projects designed to improve operational efficiencies and service quality. This position is also responsible for overseeing the development of recommendations on the implementation and utilization of security technology across the University.

The Deputy Chief of Police Administration is responsible for developing programs, training, and organizational enhancements to dispatch operations, communications, investigative technology, arrest processing, emergency response procedures, and internal administration. Ensures the use of security

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technology and access to sensitive information by personnel is conducted in a responsible, ethical manner, and is in compliance with all applicable use and dissemination agreements. Ensures that incident response procedures are consistent with the National Incident Management System (NIMS) and that personnel understand and effectively utilize the unified Incident Command Structure (ICS). Oversees University Police services, recommendations, and responsibilities pertaining to university security cameras, card access and alarm systems. Collaborates with the Campus Operations Group to develop consistent, uniform standards and policies to govern critical university functions. Manages department webpages, social media accounts and emergency notification systems in cooperation with University Communications and other relevant university partners. Obtains and maintains proper university support through the cooperative efforts of personnel, students, administration, and faculty.

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. The responsibilities of this position occasionally requires working various shifts to adequately supervise responsible staff functions and responding to assist with major incidents.

Specific Duties and Responsibilities include:

- Oversees areas of responsibility assigned to the Technical and Equipment Specialists.
- Supervises dispatch operations and personnel.
- Implements and enhances incident response capabilities consistent with NIMS/ICS.
- Manages department webpages, social media accounts and emergency notification systems
- Ensures cooperative and efficient working relationships between dispatch and patrol operations personnel.
- Oversees and develops performance programs for assigned personnel, and evaluates same.
- Maintains accreditation compliance strategies for designated areas of responsibility.
- Maintains fiscal responsibility and budgetary compliance strategies for designated areas of responsibility.
- Incumbent is on call 24 hours per day and works alternate schedule as required.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including

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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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefits website](#).

About the University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a 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.
- NYS Police Supervision Course or equivalent
- Certified NYS Police Officer

Experience:

Minimum of ten years law enforcement experience with at least five years supervisory and administration experience. Experience working in and/or managing a police dispatch call center. Practical experience utilizing and implementing new technologies and administrative procedures in a law enforcement setting.

Specialized Skills:

Demonstrated leadership and human relation skills required. Excellent interpersonal, written, and oral communication skills, analytical team building, project management, 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

Master of Science Degree. Advanced law enforcement supervisory training i.e., FBI LEEDA, FBI NA. Prior command level experience in a police department including experience working in a university setting. Experience effectively managing change in the workplace.

Contact Information

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

Contact