



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

DIRECTOR OF PUBLIC SAFETY/ADMINISTRATOR V
at
WESTERN CONNECTICUT STATE UNIVERSITY

December 6, 1985

RESOLVED, That the salary for the position Director of Public Safety/Administrator V at Western Connecticut State University be adjusted effective December 6, 1985, in accordance with all provisions and expectations as set forth in the proposal dated November 12, 1985.

A Certified True Copy:

Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

Submitted	<u>11/12/85</u>
	Date
By:	CSU ()
	CCSU () SCSU ()
	ECSU () WCSU (x)

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY () OTHER (XX)	DATE EFFECTIVE	<u>12-6-85</u>	PERM (XX) FT (XX)	TEMP () PT ()
POSITION TITLE:	<u>Administrator V - Director of Public Safety</u>	SAME		7921	
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	<u>0559</u>	CURRENT SALARY <u>35,859.</u>	PROPOSED SALARY <u>37,840.</u>	FUND <u>General</u>	BARG UNIT <u>Exempt from</u> <u>Exempt to</u>

RESOLUTION

BR# _____

RESOLVED, That the salary for the position Director of Public Safety/Administrator V at Western Connecticut State University be adjusted effective December 6, 1985, in accordance with all provisions and expectations as set forth in the proposal dated November 12, 1985.

A Certified True Copy _____

Dallas K. Beal, President, CSU

Date _____

PERCommittee _____
Date _____

BOARD OF TRUSTEES _____
Date _____

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The duties and responsibilities of the Director of Public Safety, Ronald Shaw, have been increased as indicated in the new job description attached. Mr. Shaw is now additionally responsible for a 24 hour dispatcher service, supervision and control of all locks and detex cards, and organization and distribution of photo I.D. cards for students, faculty, & staff.

\$1,981

Approx. Cost

D. Kuske
Signed (University)

11/12/85
Date

DIRECTOR OF PUBLIC SAFETY

POSITION SUMMARY

The Director of Public Safety is the Chief Law Enforcement Officer of Western Connecticut State University and is responsible for all aspects of the management and operations of the Public Safety Department. Reporting to the Vice President of Administrative Affairs, the Chief plans, develops and directs the systems and functions of the University Police; parking and traffic; fire and environmental safety; facility security; emergency preparedness; the university motor pool; 24-hour communications section (dispatching); and the university I.D. program.

The Chief is the University liason with federal, state and local law enforcement agencies, as well as state and local fire marshals and the City of Danbury Fire Department. Also, the Chief must maintain liason with faculty chairpersons, administrative department directors and student representatives, and must be available to the University on a 24 hour a day basis.

2. General Duties and Responsibilities

- a. The Chief must exercise considerable independent judgement and is expected to direct the internal activities of the police department with minimal external assistance.
- b. The Chief must perform his/her duties within the framework of federal, state, local and University laws or regulations governing law enforcement agencies and institutions of higher education. In addition, he/she is required to clarify and communicate statements of departmental policy and procedures to all elements of the University community, as necessary.
- c. As Chief, he/she shall develop the organizational structure of the Department in accordance with professional standards and, by consideration of sound management techniques and principles, integrate related activities under the control of intermediate supervisors. He/she shall hold these supervisors accountable for effective conduct of such activities.
- d. The Chief will establish and maintain the highest ethical and professional standards for departmental personnel.
- e. The Chief assumes responsibility for the selection, development, supervision, and evaluation of the University Police.
- f. The Chief is responsible for the development, implementation and coordination of security awareness and crime prevention programs.
- g. The Chief, in the exercise of his/her duties, shall have the power to issue orders for the direction and control of the members and employees of the Department; orders shall not be inconsistent with the laws of the State of Connecticut or the regulations of the University.

- h. The Chief shall see that all violations of the orders or Rules and Regulations of the Department, or any misconduct on the part of any member thereof, are investigated and the appropriate action taken.
- i. The Chief shall cause to be kept such records as may be required by law or University regulation, and shall comply with the request of the U.S. Department of Justice for information necessary in compiling uniform crime statistics.
- j. The Chief shall have custody or access to and control of, and shall keep records concerning the work of each officer, the equipment issued him/her, and the principal events incidental to his/her service on the force.
- k. The Chief shall have the custody and control of all books, records, and equipment necessary for use in the Department, including licensing and permits.
- l. The Chief is charged with keeping morale within the Department at the highest possible level and shall take such action as he/she deems necessary to maintain it.
- m. The Chief is responsible for the coordination of the following Services.

 - a. Lost and found property turned in to the Police Department.
 - b. Issuance and record keeping of parking permits.
 - c. Emergency assistance to the campus community.
- n. The Chief shall be responsible for the training section of the Department for the purposes of:

 - a. Developing and directing a continuing progressive program of personnel training and development.
 - b. Improving the quality and efficiency of performance in areas of assigned responsibility.
 - c. Developing an efficient program for earning community confidence and support.
- o. The Chief shall be responsible for the administration of a system which provides for authorized use of state-owned vehicles under the control of the University.
- p. The Chief shall administer the University Identification card program to faculty, staff and students.
- q. The Chief shall administer a program for effective parking and traffic control on campus.
- o. The Chief shall perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position as requested by the Vice President of Administrative Affairs.