



CHIEF OF POLICE

LEADERSHIP PROFILE



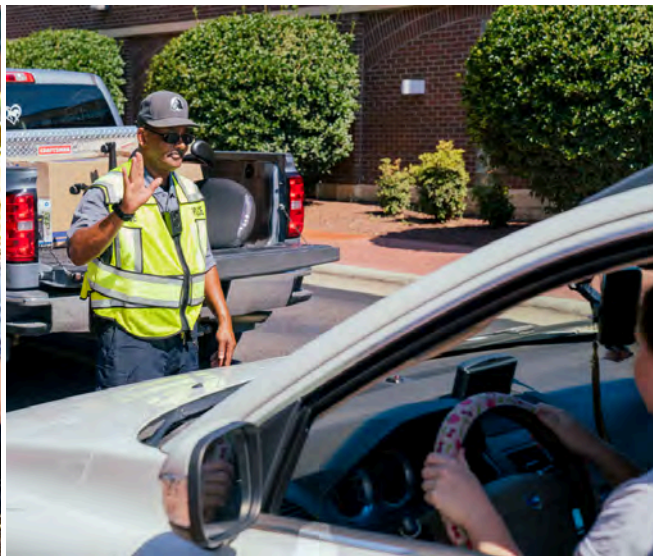
ABOUT THE OPPORTUNITY

The University of North Carolina at Pembroke (UNCP) is excited to accept applications for its next Chief of Police. The Chief of Police works with the Vice Chancellor for Finance and Administration in establishing the goals and objectives of the Police and Public Safety Department. The Chief of Police is responsible for determining the variety and type of programs and activities needed to affect the safety and security of students, staff, faculty, and visitors. Consideration is also given to the resources, personnel, and technology available to support the goals and objectives. All Police and Public Safety personnel report to this position. The success of the program requires use of a chain of command, structured to assure that appropriate communication occurs.

ABOUT THE TEAM

The Police & Public Safety Department at The University of North Carolina at Pembroke is a full-service law enforcement agency, whose primary responsibility is the protection of life and property on the University campus.

The department offers a wide range of crime prevention and awareness programs, which are designed to ensure a continued safe and secure campus environment.



JOB DUTIES

- Establish and implement a comprehensive Crime Prevention Program coordinated directly with all appropriate faculty, staff, and student committees and groups, covering all campus areas.
- Ensure the presentation of programs and workshops and distribution of materials to university personnel and students relative to their responsibilities applicable to crime prevention measures.
- Develop a safety and security program encompassing the protection of all students, personnel, and state property.
- Plan, organize, develop, maintain, classify, distribute, and implement appropriate regulations, policies, and procedures.
- Ensure to the degree possible that fire and other security systems are operational, adequate lighting exists and patrol staff is visible.
- Expected to make regular tours of the campus to note problems and implement and/ or recommend actions to resolve or correct situation.
- Conduct meetings with Police, Safety, and Security staff to discuss plans, objectives, and concerns is essential. Police and Public Safety is a twenty-four hour, seven days a week operation and this position plans, schedules, and supervises through immediate subordinates of the Police and Public Safety Department.
- Responsible for the interviewing, selecting, and hiring of law enforcement personnel; ensuring the development and implementation of work plans and the subsequent performance reviews.
- Oversee the implementation of disciplinary actions and provides counsel and advice to subordinate personnel.
- Daily reviews the status and outcome of criminal or incident investigations; reviews and analyzes reports prepared by police and security personnel of activities. May personally investigate reports of problems, situations, and practices, which are not conducive to Police and Public Safety's mission.
- Supervises UNCP's vehicle registration program for faculty, staff, students, and visitors. Responsibilities include analyzing parking problems and traffic flow and patterns, recommending solutions, new and/or revised policies, regulations and rules, supervising enforcement of parking and traffic regulations and rules, ensures handicap parking accessibility and transportation services and assistance to stranded motorists.
- Coordinates the issuance of permanent and temporary parking permits and citations.
- Plan, schedule, direct, and maintain current mandatory law enforcement training, annual weapons qualification, renewal of first aid certificate annually, coordinate and schedule training in fire and safety measures, safety and vehicle use, riot control, sensitivity training, and preliminary and contemporary investigative techniques.
- Coordinate and schedule training for certifying officers to use the DCI computer terminal. Train in the protection against AIDS when handling bleeding victims or arrestees.

JOB DUTIES CONTINUED

- Establish and maintain an effective and cooperative working relationship with local law enforcement agencies and other educational institutions to solve and/or alleviate problems relative to ensuring the security and safety of UNCP, its students, employees, and visitors. It is expected that this role will be active in local and state law enforcement programs and crime prevention activities.
- Receive feedback from the public and university community relative to programs and their effectiveness. May serve as a consultant to campus groups or be appointed to various committee relative to campus security and safety.
- Establish an annual budget using state allocations, funds generated from parking/ traffic control programs and other receipts designed to the function. Responsible to manage the budget.
- Plan, schedule, and assign officers to work events for student and athletic events. Provide officers support to open and close facilities for use after 5:00 p.m., holidays, and weekends. Provide officer(s) escort and protection for bank deposits Monday through Friday.
- Plan, train officers, and implement procedure in arming and disarming all electronic intrusion devices, fire and security alarms, and provide training to university student housing supervisors on safety and security matters.
- Oversee the maintenance of campus crime records and statistics as required and in compliance with university, local, state, and federal policies and requirements. Ensures that data is obtained and that comprehensive records related to Police and Public Safety are maintained and appropriately reported.

EDUCATION AND EXPERIENCE

At a minimum, the successful candidates is required to have either: (1) a bachelor's degree and 8 years of sworn law enforcement officer experience; or (2) an associate's degree and 10 years of sworn law enforcement officer experience. At least 4 years of experience must have been in a supervisory role equivalent to a Police Lieutenant or greater.

License and certification requirements include: (1) certification from NC Criminal Justice Education and Training Standards Commission (CJETSC) as a commissioned police officer or certification eligible for out-of-state lateral hires; (2) NC Basic Law Enforcement Training (BLET) Certification; and (3) Current NC Driver's License.

COMPENSATION

Salary is competitive and commensurate with experience level and qualifications. The position includes a generous benefits package in accordance with UNC System policies and procedures.

UNC PEMBROKE

As a constituent institution of the 17-campus University of North Carolina System, UNC Pembroke is known for small classes, close interaction with faculty, community involvement and inclusion. UNCP is a campus where faculty and staff meet every individual student where they are with the tools needed to succeed. A student-faculty ratio of 14:1 and an average class size of 17 create a context for personalized teaching, learning and research.

Affordability and value have earned UNC Pembroke inclusion in national rankings such as U.S. News & World Report's Best Colleges and Universities. Over the previous three years, UNCP has jumped more than 32 spots in the Best Regional Universities category, landing at number 56 in the 2023 list. Further evidence of UNCP's commitment to excellence, the university placed in the top 25 Top Public Universities list, the top 15 for Best in Social Mobility, and the top 15 for Most Innovative Schools. In 2023's rankings, UNCP's undergraduate nursing program was listed among the top nursing programs in the nation. UNCP is consistently one of the safest campuses in the University of North Carolina System.

U.S. News & World Report has also identified UNCP as one of the most diverse regional universities in the South. The university's diversity extends beyond race and ethnicity to include nontraditional, first-generation and military-affiliated students.

Located in the southeastern North Carolina town of Pembroke, UNCP has a rich American Indian history and is one of the safest campuses in the University of North Carolina System. With small class sizes, a low student-faculty ratio and one of the most diverse campuses in the nation, UNCP is a growing university that empowers students to go on to live vibrant, fulfilling lives.

#1

**Campus Ethnic
Diversity**

U.S. News & World Report

7,630

**Undergraduate and
Graduate Enrollment**

\$500

**In-state tuition/ semester
NC Promise**

#10

**Best Undergraduate
Teaching**

U.S. News & World Report

Vision

The University of North Carolina at Pembroke challenges students to acknowledge and adapt to an ever-changing global environment. To this end, the student's university experience will emphasize critical thinking, effective communication, service and social responsibility. Within a culture that promotes the student's personal, social and professional development, we will assure student success. As part of their academic experiences, students will be provided with opportunities to conduct relevant undergraduate and graduate research contributing to the betterment of society.

Mission

Founded in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke now serves a distinctly diverse student body and encourages inclusion and appreciation for the values of all people. UNC Pembroke exists to promote excellence in teaching and learning, in bachelor's, master's and professional doctoral degrees, in an environment of free inquiry, interdisciplinary collaboration and rigorous intellectual standards. Our diversity and our commitment to personalized teaching uniquely prepare our students for rewarding careers, postgraduate education, leadership roles and fulfilling lives. We cultivate an international perspective, rooted in our service to and appreciation of our multi-ethnic regional society, which prepares citizens for engagement in global society. Students are encouraged to participate in activities that develop their intellectual curiosity and mold them into responsible stewards of the world.

UNCP faculty and staff are dedicated to active student learning, engaged scholarship, high academic standards, creative activity and public service. We celebrate our heritage as we enhance the intellectual, cultural, economic and social life of the region.



PEMBROKE, NORTH CAROLINA

The Town of Pembroke, North Carolina established in 1895, is located in Robeson County in Southeastern North Carolina, along the Lumber River. Robeson County is the largest of North Carolina's counties in area. With over 130,000 residents, Robeson County is one of the most diverse counties in the nation. This is the political and cultural center of North Carolina's largest American Indian tribe - the Lumbees - since the 1700s, making this a historic and culturally rich place to study. The University of North Carolina at Pembroke is consistently one of the most diverse campuses in the state and nation. In part because of its small community setting, it is also one of the safest campuses in the nation. The location - just off Interstate 95 and the mid-point between Boston and Miami - is convenient to all major metro areas of the Carolinas as well as world famous beaches and resorts.



THE LUMBEE TRIBE OF NORTH CAROLINA

The 55,000 members of the Lumbee Tribe of North Carolina reside primarily in Robeson, Hoke, Cumberland and Scotland counties. The Lumbee Tribe is the largest tribe in North Carolina, the largest tribe east of the Mississippi River and the ninth largest in the nation. The Lumbee take their name from the Lumbee River, which winds its way through Robeson County. Pembroke, North Carolina, is the economic, cultural and political center of the tribe. The Lumbee people have been recognized by the state of North Carolina since 1885 and at the same time established a separate school system that would benefit tribal members. In 1887, the state established the Croatan Normal Indian School, which is today The University of North Carolina at Pembroke. In 1956, a bill was passed by the United States Congress which recognized the Lumbee as Indian, but denied the tribe full status as a federally recognized Indian tribe.

APPLICATION PROCESS

NOMINATION AND INQUIRIES

UNCP has retained the UNC System Office executive search team to support this recruitment. Confidential inquiries and nominations should be directed to Lynn Duffy, senior associate vice president for leadership and talent acquisition, at lsduffy@northcarolina.edu, or Scott Murray, director of executive search and leadership programs, at sfmurray@northcarolina.edu.

HOW TO APPLY

To apply, please submit a letter of interest and CV/ Resume via email to uncpexecutivesearch@northcarolina.edu. This position remains open until filled.

CONFIDENTIALITY

All candidate names and materials will remain confidential; however, finalists invited to campus may be asked to waive confidentiality to engage with the broader campus community. References will not be contacted without a candidate's prior knowledge and consent.



UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or expression and national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.