



**Arkansas Baptist College  
Director of Campus Safety**

The Director of Campus Safety will be responsible for maintaining a safe and secure environment for all faculty, staff, and students.

Responsibilities include but are not limited to:

- Interviews and recommends hiring of qualified applicants for security personnel.
- Supervises security staff.
- Leads and participates in the provision of security services such as monitoring, training and assessing the performance of police officers and security guard staff. Investigates and reports on all security issues on campus.
- Develops work schedules and makes shift assignments.
- Assists with the development of building, transportation, faculty, staff, and students safety and security operations plans and procedures.
- Monitors contracted security services operations.
- Enforces municipal laws and administer the Student Code of Conduct as published in the college Student Handbook.
- Coordinates the locking and unlocking of college's buildings as needed.
- Coordinates campus internal and criminal investigations of incidents and preparation of written reports.
- Conducts investigations and writes reports regarding criminal and Student Code of Conduct violations, complaints of theft and vandalism.
- Evaluates the operation of security devices and equipment.
- Patrols campus(es) to identify and eliminate possible security-related hazards and situations.
- Coordinates responses to all emergency assistance requests.
- Responds to requests for information from students, faculty, staff and the public regarding security issues.
- Maintains professional law enforcement image at all times.
- Other duties as assigned.

Minimum qualifications:

- Bachelor's degree in criminal justice, public administration, or related field, plus 7 years of related experience in law enforcement, including two years in a supervisory capacity.
- Knowledge of surveillance and investigative techniques.
- Ability to develop, monitor, and assess security and safety operations, policies and procedures.

- **Ability to prepare and present oral and written information and reports.**
- **Ability to record, compile, and present evidence.**
- **Ability to work with a diverse group of individuals.**
- **Ability to work flexible schedule.**