

JOB DESCRIPTION:	Chief of Campus Police		
DIVISION/DEPARTMENT:	Student Affairs & Enrollment Management		
REPORT TO:	VP SAEM		
EEO CLASSIFICATION:	First/Mid Officers/Managers	FLSA STATUS:	Exempt
CUPA CLASSIFICATION:	196080	DATE APPROVED:	11-MAY-2021
POSITION NUMBER:		DATE MODIFIED:	21-JAN-2026

SUMMARY: Directs the development and implementation of the campus police program for the institution.

DUTIES: List up to 12 key job functions in order of importance. Use action-oriented language.

1. Responsible for the overall management of the Campus Police workforce at WNMU.
2. Performs patrols of campus areas and surrounding community as a police officer in radio equipped vehicles, on foot, and/or on bicycle, as needed.
3. Responds to calls for assistance including automobile accidents, robberies, break-ins, burglaries, vandalism assaults, domestic disturbances, and other criminal and/or civil complaints to secure the crime scene, reestablish order, and conduct preliminary investigations, as needed.
4. Maintains close contact with community. Supervises the security operations of Western New Mexico University.
5. Prepares and manages annual resources and budget for Campus Police. Serves as a custodian of police records.
6. Prepares scheduling with approval of all regular and activity related police work schedules.
7. Generates police reports to include the student right to know crime statistics.
8. Coordinates with local law officials. Recommends, develops, and monitors WNMU police procedures.
9. Supervises campus police officers in performance of regularly assigned patrols and incident investigations.
10. Reviews campus police documentation including incident and accident reports and daily logs for accuracy and compliance with criminal, motor vehicle, and traffic laws and with university regulations.
11. Conducts accident and crime investigations and prepares detailed reports, including State Motor Vehicle Accident Reports and State Uniform Incident Reports. Prepares reports of findings and submits recommendations. Analyzes accident and incident reports for trends.
12. Maintains a pro-active police and safety program that includes risk management. Designs, develops, implements, and manages services and programs which support and respond to the police needs of the university community.
13. Coordinates an emergency preparedness plan and directs activities in emergency and unusual or controversial situations.
14. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
15. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in a related field with 5 years significantly related experience either in security or in police operations. Must be able to pass an extensive Law Enforcement background check. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Experience in campus police and knowledge of New Mexico statutes & criminal code. Knowledge of the principals, practices, methods, and techniques of law enforcement. Knowledge of the University's policies, statutes, and laws governing campus behavior. Knowledge of applicable civil and criminal laws, regulations, ordinances, and statutes governing the University, State of New Mexico, and United States. Knowledge of rules of evidence, search and seizure, arrest, and detention. Knowledge of the proper use of firearms and applicable safety regulations. Knowledge of the equipment used in law enforcement, including vehicle equipment, communication, and weapons. Knowledge of principles, practices, and methods of community policing. Knowledge of the physical University's campus layout, areas, surrounding streets and addresses. Knowledge of privacy laws. Knowledge of campus police operations and related laws. Knowledge of programs, concepts, and techniques for risk management, insurance, and safety; and of risk management policies and objectives. Skill in establishing and maintaining effective collaborative working relationships with local and state law enforcement personnel and agencies. Skill in recognizing and responding appropriately to a variety of potentially volatile and dangerous situations. Skill in recognizing the behavioral actions and physical manifestations of abuse, gang influence, drug and/or alcohol addiction. Skill in the application of appropriate intervention methods and practices for maintenance of police and safety of individuals and/or property. Skill in working independently requiring application of judgment in responding to potential combative and confrontational situations involving personal harm to self and others requiring the exercise and application of authority and/or force. Ability to interpret and implement risk management and campus police laws and codes. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 6 months of hire date.
 - c. Clean background record regarding convictions that affect the responsibility of the position, included but not limited felonies and moral turpitude convictions.
 - d. Must be a certified police officer by the State of New Mexico.
 - e. First Aid / CPR certified or ability to be certified within 3 months of employment.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)