

Director of Campus Safety

Requisition ID: 2025-12725

Position Type: Full-Time

Schedule Shift: Day

Hours Per Week: 38

Travel: As needed

Category: Facilities/Security/Food Service

Overview

POSITION DESCRIPTION: is not intended to cover every work assignment a position may have. Rather, they cover the broad responsibilities of the position. The Director of Campus Safety provides leadership, vision, and direction to the non-sworn Department staffed by California licensed unarmed security guards. Responsible for the 24/7 safety and security of the University's students, staff, visitors and all facilities and buildings.

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<https://touro.box.com/shared/static/jiw64m28tcyamtaxd1s525t6rm6lpro7.docx>

Responsibilities

SPECIFIC RESPONSIBILITIES:

Ensures University is in full compliance with all federal, state and local laws and regulations relative to the safety and security of the University. Focus will be on the Vallejo, CA campus but may be asked to advise on security of other TUC campuses/locations. Duties include, but are not limited to, preparing reports and presentations for leadership as required, conducting investigations, security and threat assessments, preparation and submission of the annual Clery security and fire safety report and ensure ongoing compliance with all Clery and CA regulations, assist with Title 9 investigations as directed, Manage VAWA training program, prepare annual operating and capital budget, assist in planning and staffing for special events, graduation, ceremonies, and dignitary visits, manage all aspects of CCTV, access control and other security systems, parking and visitor management, manage and maintain security vehicle fleet, maintain outdoor emergency phone towers, determine staff uniform requirements and needs, manage mass notifications systems and messaging, maintains membership in professional security organizations, seeks out training opportunities, writes and submit security grants.

- Serves as Incident Commander for all campus emergencies, weather events and criminal incidents. Coordinates with other campus Departments and outside agencies to ensure that all necessary resources are utilized and measures taken to resolve or reduce the impact of the incident. Acts as primary liaison with emergency responders. Develops, sends out and updates mass notification messages related to events. Notifies, briefs and continually updates University leadership. Conducts post event review and critique.
- Serves on the TUC Academic Leadership Team representing Campus Safety.
- Makes staffing recommendations and assignments based on security assessments and staff capabilities and experience. Recruit and hires staff, develops training programs for new and current security staff with strong emphasis on emergency response, community relations and customer service. Manages all personnel issues in concert with Human Resources and General Counsel. Ensures security officers are properly licensed at all times. Trains Associate and/or Assistant Directors to assume Director duties in his/her absence..
- Continually reviews, updates, revises, and develops security policies and procedures. Reviews all incident and other department report for accuracy and completeness. Expected to develop an on line computer dispatch and reporting system and will coordinate dispatch, incident reporting, CCTV, access control, and alarm systems onto one platform.
- Revises current and develops new crime prevention strategies and training programs for students and staff. Focuses on active shooter, lockdown, evacuation, shelter in place situational awareness, threat assessments and emergency messaging. Working with Touro Emergency Management staff, develops and participates in drills from tabletop to full scale exercises.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES (if applicable):

Will Supervise:

- Campus Safety Officers

Qualifications

QUALIFICATION(S):

- 10+ years police experience including at least to 5 years at a supervisory/command level in federal or state agency with a strong background in training and/or community relations preferred. Will consider candidates who have progressive experience in private security.
- Required education: Bachelors Degree in Criminal Justice or related field, Masters preferred.
- Graduate of FBI National Academy of PERF Senior Management Institute for Police or equivalent training, preferred.
- Required to obtain and maintain a California state security guard license within 60 days of employment
- Technical/computer skills: Microsoft Word, PowerPoint and Excel. Understanding of CCTV and access control systems preferred
- Public speaking experience, preferred.

To apply, visit <https://apptrkr.com/6909968>

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demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Inquiries or complaints concerning the non-discrimination policies should be sent to Zachary Shapiro, 1310 Club Dr, CEO/Provost Suite, Vallejo, CA 94592, zshapiro@touro.edu (707-638-5459) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 646-565-6000 x55330.