



## **Job Announcement**

### **Chief of Police Auraria Campus Denver, CO**

Kimberly A. Miller & Associates, LLC is pleased to announce the position of Chief of Police for the Auraria Higher Education Center (AHEC). AHEC is located in the Platte River Valley in downtown Denver. AHEC is the service provider for 43,000 students and approximately 5,000 faculty and staff working at and attending the **Community College of Denver, Metropolitan State University of Denver** and the **University of Colorado Denver**. Learn more about us at this site: <https://www.ahec.edu/>

Auraria employees enjoy an excellent benefits package which includes paid vacation, holidays and sick leave, discounted RTD Eco-Pass, BenefitHub (medical, dental, disability, life), and outstanding retirement plan.

If you're interested in a great job working alongside great people, this may be the opportunity for which you've been waiting!

#### **Description of Job**

This position is responsible for managing the Campus Police Department, which encompasses all administrative, operational, and financial responsibilities for a 24/7/365 full-service public safety organization, specially geared for service to the Auraria Higher Education Center (the agency) and the constituent institutions - Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver. This position is responsible for all law enforcement operations of the Campus, which includes patrol operations, investigations, communications, recruitment and training, budget oversight and management, equipment and facilities, etc. This community policing position plans, coordinates, and evaluates law enforcement activities in cooperation with local jurisdictions (i.e., Denver Police, RTD Police), and in conjunction with agency requirements. The position further oversees the Office of Emergency Management and the Neighborhood Community Officer (NCO) program (non-sworn), the position also plays a key role in campus emergency preparedness and Clery Act compliance.

Additionally, the position is responsible for participating in the short and long-range planning for the campus, particularly as it relates to emergency preparedness and prevention; coordinating the needs of the three constituent institutions and AHEC as it relates to safety; developing, submitting, and monitoring the budgets for the assigned program throughout the year; developing and maintaining agency emergency and safety communications standards; coordinating agency and campus-wide emergency planning and services; and, administering an effective and responsive multi-faceted policing program for the campus population and property.



**Essential Job Functions include:**

- Directs, plans, and evaluates the activities of the department, including daily operations, programs, services, and policies which support the Campus Community.
- Establishes and maintains standards of operation and expectations to ensure the highest level of customer service and professionalism.
- Develops and maintains best practice-based policies and procedures to guide department practices and activities consistent with the mission of the agency.
- Ensures the integration of services and cross-utilization of resources to maintain dynamic and cost-effective operations and services.
- Selects, trains, and supervises professional staff representing highly diverse and skilled positions.
- Administers operating budgets, ensuring the proper and efficient use of general funds and auxiliary funds.
- Oversees the Office of Emergency Management and Neighborhood Community Officers programs, and public safety-related campus emergency response activities. Ensures a customer-friendly approach, partnering with campus stakeholders related to student conduct, threat assessment, and department personnel issues.
- Coordinates the police coverage and support services for campus special events and activities.

**Financial Responsibility:**

The Chief will ensure that steps for instituting and maintaining systems of internal accounting and administrative controls are taken in their department that meet the provisions of the financial responsibility and accountability statute, as well as the requirements of the agency. Administers operating and revenue budgets for the department under the guidelines of the agency, including approving purchases and expenditures, authorizing payments, and monitoring income streams and grants.

In partnership with the Chief Financial Officer, the Chief will develop and administer project and service agreements and other required documents, ensuring compliance with Agency and State regulations. This includes developing and providing ongoing oversight of the institutional Neighborhood Community Officer and supplemental agreements, ensuring that they are cost-effective and properly encompass the services needed. Ensure all contracted services (remote service to adjacent facilities, etc.) are properly documented, executed, maintained, and funded.



**Principle Interaction:**

- Individual members of the Campus Community (students, faculty, & staff)
- Campus governance structures (i.e., student government, faculty assembly, etc.)
- AHEC Senior Leadership and department heads
- Institutional leadership and executives
- Local law enforcement/public safety officials
- Campus law enforcement/professional peers
- Campus emergency managers and professional emergency management peers
- Community contacts (industrial, business, religious groups, etc.)

**Accountability or Responsibility:**

The authority of the position serves to commit the agency to action legally, financially, and operationally. The position exercises a high level of decision authority.

Responsibilities include:

- Ensuring the welfare and safety of students, faculty, staff, and visitors, the protection of campus property, and the prevention of crime.
- Direction and guidance on safety and actions for the campus community in the event of minor to major emergency occurrences on campus.
- Ensuring compliance with professional standards and state and federal law enforcement standards and requirements.
- Ensuring departmental compliance with federal acts including the Clery Act and Title IX, assisting in institutional compliance.
- Representing the department and agency as a spokesperson with media related to police activity.
- Response to matters involving legal activities and/or subsequent litigation.
- Direction and guidance on safety and actions for the campus community in the event of minor to major emergency occurrences on campus.
- Ensuring departmental compliance with grant reporting requirements.



## Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

### Minimum & Preferred Qualifications:

A **Master's degree** in a related field (i.e., Leadership, Management, Criminal Justice, MBA, etc.) from an accredited college or university.

#### Completion of one or more command college trainings:

FBINAA, FBILEEDA (Command or Executive level)

FBI LEEDS Command College

Northwestern School of Police Staff & Command

PERF Senior Management Institute for Police (SMIP)

California Police Chiefs Executive Institute (ELI) or Command College

Department of Homeland Security Executive Leaders Program (ELP)

Southern Police Institute Command Officers Development Course (CODC)

Minimum of **fifteen years** of progressive experience in the policing field in a mid-sized agency, five of which must come from working as a ranked command staff member and demonstrated direct supervisory experience of at least 20 officers.

At least **five years'** experience in budgeting, planning, and fiscal management.

Experience in leading, supervising or developing successful community policing strategies and projects.

Demonstrated history of strong organizational & management skills, including writing and public speaking skills, and the ability to anticipate, recognize problems, and identify effective solutions.

Understanding of a university police department & campus politics, and a history of understanding the student perspective. This could have been achieved through working as an intern, past/present employee, collaboration with a university police department, etc. Experience in collegiate public safety practices on a college campus and within an urban environment is highly preferred.

Demonstrated cultural competence is essential. This can be shown by a history of being a BIPOC, LGBTQ+, or interfaith ally, having immersion experiences with diverse communities, being an active member of a diverse community group, and/or having led structural or cultural change within policing. Additionally, an understanding of the history of racism and policing in this country, along with privilege, is critical.



De-escalation and CTI training and a working knowledge of trauma-informed care. History of training de-escalation and CIT techniques is preferred.

Proficient in both the hard and soft skills of law enforcement.

Experience as an emergency manager, leading major investigations, crowd control, or large critical incidents. ICS training is critical. Additionally, experience in planning and implementing large scale events with other organizations.

Experience working with the media and providing on camera interviews,

Must be Colorado POST Certified, or equivalent certification from another state, with ability to achieve Colorado POST certification within six months of hire. Must be able to complete an extensive background investigation to include criminal, civil, psychological, and financial.

The successful candidate will demonstrate the ability to serve multiple constituencies within a diverse higher educational community; supervise, train, and evaluate their employees; plan and implement safety and security measures and, assess law enforcement or other hazardous situations and determine appropriate courses of action.

**Personal Characteristics:**

The Campus is looking for a talented leader and manager who can successfully lead a diverse department in a complex environment, work as a team member with the other professional directors, and instill a culture of campus-focused policing and transparency. Specifically, our ideal candidate is:

- Culturally competent person who can demonstrate collaborative working with a variety of cultures, and those who are different from themselves.
- A person with a default positive mindset, who is resilient, and focuses on the solution instead of the problem.
- A person who seeks out feedback and provides feedback to others to foster continued improvement.
- Humble, curious, patient, approachable and respectful.
- An innovator who can demonstrate out of the box thinking, and who is passionate about leading and serving others while possessing high standards of accountability.
- A collaborator both inside and outside their agency and the campus community.



- Focused on relationship building, is visible, engaged, adaptable, and a role model on and off campus.
- Trustworthy, honest, transparent, responsible, and conscientious.
- Someone with self-awareness, understanding how they affect others and others affect them, is emotionally intelligent and emotionally stable. Someone who is able to navigate the spectrum of emotions they will encounter from others.
- Focused on people first, and therefore understands the importance of spending time developing proactive relationships with the campus community (students, faculty, and staff) and partners within the Denver metro area.
- Values influence over authority and uses the influence they earn to set a motivating and inspiring vision for the future that challenges others to reach their next level of excellence.
- A communicator who understands the value of timely, honest communication, and the pitfalls of failing to communicate proactively.

### **Supplemental Information**

#### **Colorado Partnership for Quality Jobs and Services Act information:**

After careful review of this position and the duties that it performs, it has been designated in accordance with the Colorado Partnership for Quality Jobs and Services Act as a "Not Covered" position, it does not fall in the category of employees that are eligible for representation by COWINS, also known as the union. To learn more about this designation please visit this link: <http://coloradowins.org/>

#### **Applicant Checklist & Minimum Qualifications:**

##### **E-mail Address:**

All correspondence regarding your status in the selection/examination process will be conducted by email. **You will complete the application online, and send your letter, resume and answers to the supplemental questions to Dr. Kimberly Miller. Additionally, contact Dr. Miller if you have any questions about applying, requirements, or the process. Her company, Kimberly A. Miller & Associates, LLC is conducting the process.**

Her email is:

[Dr.Miller@KimberlyMillerConsulting.com](mailto:Dr.Miller@KimberlyMillerConsulting.com)



### **Applicant Checklist:**

We request that you include the following in your application:

**1. Complete the application at this website:**

<https://www.governmentjobs.com/careers/colorado/jobs/4001866/auraria-chief-of-police?page=1&pagetype=jobOpportunitiesJobs>

**2. Cover Letter:** detailing your interest and qualifications for the position.

**3. Resume:** detailing your work history, qualifications, training and experience.

**4. Supplemental Questions:** As part of your application, we need you to write responses to the questions below and submit them as part of your application. You need to use one-inch margins, Times New Roman font and each question response can't be more than three pages.

1. Describe your leadership style and how you know that approach will work at the Auraria campus police department.
2. Describe your history in working with diverse communities, including specific tools and/or strategies you used to build relationships and earn influence.
3. Detail your experience with mental health in policing. Include the tools and skills you use when interacting with those who have challenges in this area, specific ways you have trained your employees to utilize these skills, and how you keep yourself in a mentally well place.

Only applications submitted by the closing date (**May 15,2023 at 5pm Mountain Time**) for this announcement will be given consideration.

### **Minimum Qualifications**

Your application as submitted is used to determine if you meet Minimum Qualifications. Please read the Minimum Qualifications and ensure that information in your application "draw correlations" to the Minimum Qualifications. Human Resources Analysts will not infer that you meet the Minimum Qualifications if information isn't detailed in your application.

Years of experience will be expressed in terms of full-time equivalent service with full-time workload equal to one (1) Full-Time Equivalent (FTE) year. No more than 1.00 FTE year may be credited in any twelve (12) month period. Positions working 40 hours or less per week will be pro-rated (30 hrs/wk=0.75 FTE=9 mos credit; 20 hrs/wk=0.5 FTE=6 mos credit; 10 hrs/wk=0.25 FTE=3 mos credit.) \*





**Commitment to Equity, Diversity and Inclusion:**

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

Auraria Higher Education Center (AHEC) is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Nicole Yanez at [nicole.yanez@ahec.edu](mailto:nicole.yanez@ahec.edu).

**Agency**

State of Colorado

**Department**

Auraria Higher Education Center

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**Phone**

303-556-3384

**Website**

<http://www.ahec.edu/>