



HCC®

Chief of Police

Position Prospectus

HOUSTON
COMMUNITY COLLEGE

The Opportunity

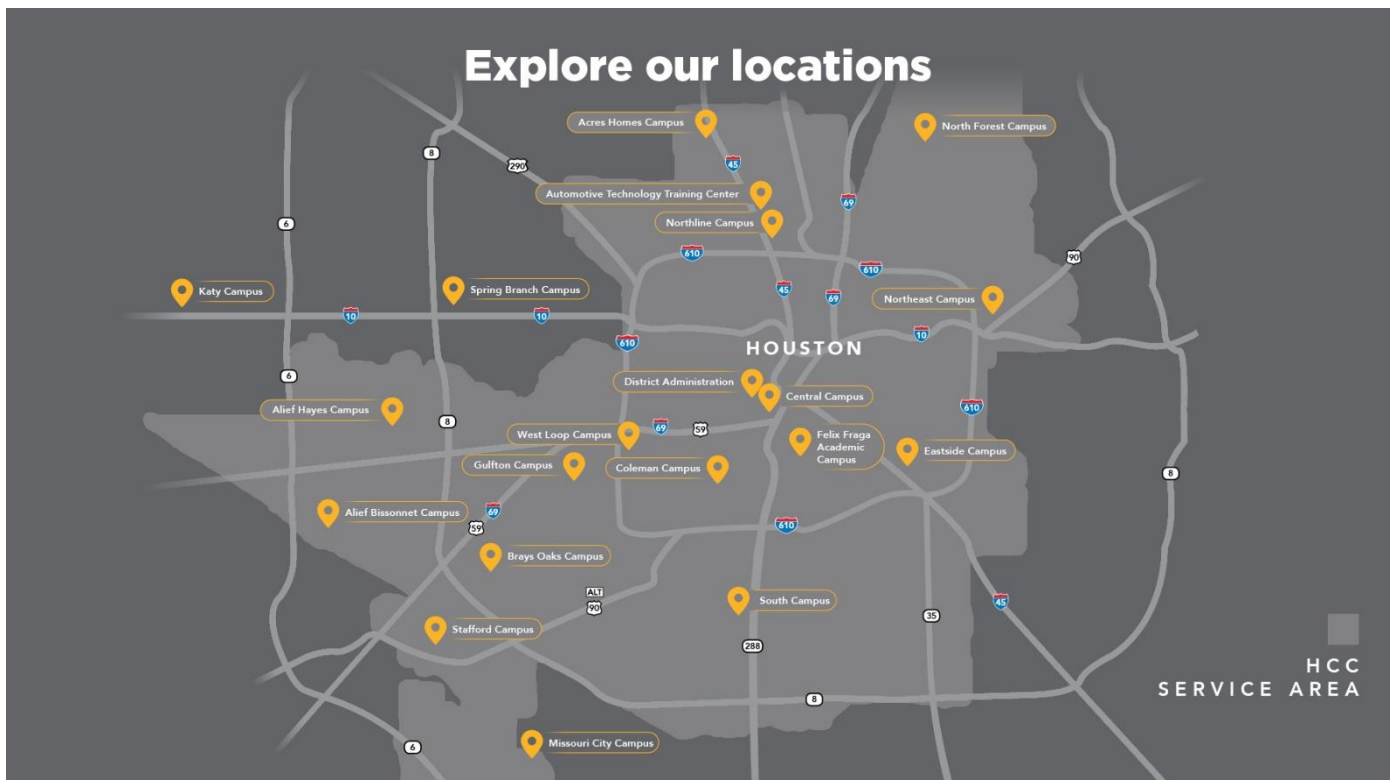
Houston Community College is searching for an experienced law enforcement officer whose background demonstrates strongly valuing collaboration, planning, diversity, equity, inclusion, and community partnership – a leader who will dedicate themselves to building and strengthening the campus police department, while acting as an active representative of the institution as the college’s Chief of Police.

Reporting to the Chief Facilities Officer, the Chief of Police provides administrative leadership for law enforcement, public safety and security programs that ensure a safe and secure environment for students, faculty, staff, and visitors. The Chief has jurisdiction and responsibility for the development and implementation of an integrated multi-campus security program, for the protection, investigation and reporting of crimes and offenses occurring on, or involving, Houston Community College (HCC) students, staff, or property. This leader will manage and direct the Department’s a team of 99 operational personnel, law enforcement, and financial activities; and assure that police personnel meet or exceed TCOLE training requirements. The Chief will develop short and long-term strategic plans with emphasis on standard organizational and operational procedures and practices. The Chief, who is HCC’s liaison with Houston area law enforcement agencies, will promote and maintain partnerships with a diverse community, fire and rescue agencies, community colleges and universities, public service and community-based organizations, and state or federal emergency responders.

This leader is responsible for the design, execution, and effectiveness of a system of internal controls, which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, and financial information is reliable and compliant with applicable laws, regulations, policies and procedures.

The Chief of Police manages Talent Engagement activities for direct reports related to recruiting and selection, hiring and termination, training, development, mentoring, counseling, and performance evaluations.

HCC has 20 locations which cover more than 631 square miles in the Houston area. HCC services the Houston Independent School District, Katy, Spring Branch, Alief Independent School Districts, Stafford Municipal District, and the Fort Bend portion of Missouri City.



Houston Community College

Houston Community College is one of the largest institutions of higher education in the country with 23 operating locations and more than 60,000 students each year, including more international students than any community college in the country. Houston Community College provides academic courses for transfer to four-year institutions, terminal degrees and certificates in more than 70 fields of work, continuing education, corporate training, lifelong learning and enrichment programs, the largest adult education program in Texas, and a range of distance education selections (18,000 online students and increasing). Since opening in 1971, more than two million students have obtained education and training from HCC.

Houston Community College's international profile was recent featured in a *New York Times* article: "Few campuses illustrate globalization better than Houston Community College," which tops the institute's list of colleges that grant associate degrees. The more than 5,200 international students from more than 200 countries, more foreign students than any other two-year college in the nation.

Vision

Houston Community College will equitably deliver relevant, high-quality education and training, ensuring success for all students, our community, economy and beyond.

With a vision "to be a leader in providing high quality, innovative education leading to student success and completion of workforce academic programs – and to be responsive to community needs and drive economic development in the communities we serve," HCC continues to be a partner in educational attainment across the region. HCC places more students into jobs and with more exemplary workforce programs than any college in Texas (twenty-six have been rated exemplary by the Texas Higher Education Coordinating Board). The institution is first in the nation in producing traditionally underrepresented graduates among two-year public community colleges, and has more classes taught by instructors with earned doctorates or terminal degrees. The return on investment to the community is \$5 for every \$1 invested; with past students having contributed \$4 billion to the community.



The Position

ESSENTIAL FUNCTIONS

- Ensure the department's effectiveness and conformity with policies and procedures related to System security, student protection and safety, traffic and parking control, camera surveillance and alarm monitoring, customer services, and community relations.
- Review policies for compliance with federal, state, and local regulations, and standard operational procedures; develop and implement emergency and disaster preparedness plans/procedures. Lead continuing vulnerability assessment of multi-campus environments.
- Plan and conduct an ongoing internal assessment and develop a short and long-term strategic plan with emphasis in safety and security programs, college and community relations, financial planning, personnel training, equipment needs, delivery of effective customer services, and other related topics.
- Work closely with the Presidents, Shared Services, Deans and other college administrators to seek their input and recommendations for the Police Department's strategic plan. Coordinate with Regional First Responders in the event of local and statewide emergencies, disaster preparation and recovery.
- Act as an HCC representative/liaison with local community councils and task forces.
- Collaborate with other internal and external safety and security-related personnel, as appropriate, to ensure HCC's emergency preparedness, cyber security, business continuity and other essential safety and security-related functions are coordinated, robust and employing best practices and are adaptable for a higher education environment.
- Work with federal, state and institutional mandates, required reports, and any changes as required by the Chief Facilities Officer, and Sr. VC Finance & Administration/Chief Financial Officer.
- Develop and recommend student protection and safety programs that promote and foster sound customer service practices among students.
- Demonstrate commitment to collaborative decision-making, results-based management, continuous improvement, and student/customer service in an environment conducive to teamwork and mutual support.
- Perform other duties, tasks and assignments as required.



QUALIFICATIONS

Education & Experience

- Bachelor's degree in Criminal Justice, Public Administration, Business Management or related field
- 8 years combined experience in senior leadership in public or private senior management, and/or law enforcement experience in a multi-campus security leadership position (i.e., administrative, investigations, operations, training, financial, community relations, and customer services)

Licensing & Certification

- Valid Texas Driver License
- Texas Peace Officer License with a Master certification from the Texas Commission on Law Enforcement Standards and Education required
- Texas Master Certification within twelve (12) months of hire date is required for continued employment
- Certification from one or more law enforcement management and leadership training preferred

Special Skills

- MS Office Programs
- Information Management Systems
- Budget Management
- Successful Annual Medical/Physical Fitness Test and Medical Physical Exam are requirements for continued employment
- Per HCC Policy C: 4.7 Drug and Alcohol-Free Workplace, pre-employment drug screening is required if a conditional job offer is made. Random drug and/or alcohol test may be necessary during employment

Competencies

- Acting as a Champion for Change
- Thinking like an Entrepreneur
- Driving for Results
- Leveraging Opportunities
- Setting a Strategic Vision
- Attracting & Developing Talent
- Inspiring & Motivating Others
- Acting Strategically
- Demonstrating Beliefs & Principals
- Managing Resources

Working Conditions

General office. May frequently be required to walk; stand; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision and distance vision. Use of personal computing equipment, telephone, multi-functioning printer, photocopier, file cabinets, and calculator. Manual dexterity, ability to lift up to 25 pounds, ability to reach and bend, and use 2-step stool while safely lifting and lowering boxes. Ability to travel to and from meetings, training sessions or other business-related events. May be required to work after hours to include weekends and holidays. Must meet or exceed all HCC-PD law enforcement training standards.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code § 51.215

A UNIQUE OPPORTUNITY

Location

Houston Community College is located in Houston, Texas. The selected candidate will discover an environment where professional satisfaction and career achievement are paired with optimal quality of life in an economically thriving and highly desirable metropolitan area. Houston, with 2.2 million residents, is the fourth most populous city in the United States, trailing only New York, Los Angeles and Chicago. The city is the largest in the South and the Southwest. Vibrant and diverse Houston allows students, faculty and staff to draw on a wealth of resources. The city is rich in the arts and culture, thanks to its world-class performing arts organizations and renowned museum exhibitions. Houston ranks first among U.S. cities where paychecks stretch the furthest, according to Forbes. In addition, Houston is home to the second largest concentration of Fortune 1000 companies in the country (49) behind New York City (72). Family members of all ages will find the elements that contribute to a safe and enjoyable lifestyle. It is all here for the law enforcement leader prepared to grasp this opportunity.

Key Attractive Elements of the Role

- Career-making opportunity to serve as Chief of Police within one of the largest multi-campus/college systems in the nation. Serve in a key-to-the-mission role that is responsible for providing safety, strategic leadership, and direction within a premier college system that serves more than 60,000 students each semester - an institution that is the country's largest producer of associate degrees earned by traditionally underrepresented graduates among two-year public community colleges, and fourth largest producer of associate degree graduates in the country.
- An opportunity to play a key role in helping advance Houston Community College to the next level in being an institution of choice locally, nationally, internationally. Serve as a key catalyst in determining the future course and culture of a college and system whose employees and students have a decisive impact locally – as well as nationally and internationally.
- A visible leadership role where pivotal, well-made decisions will impact an institution prepared to recognize and reward success. Enjoy the opportunity to bring your best ideas and create the ideal model within an environment where you will be listened to heard and affirmed.
- Perform as a key, strategic leader on behalf of a system with a documented tradition of commitment to excellence in education, involvement and integration into the community, and an ongoing commitment to having superior facilities and material resources.
- An opportunity to work in a collaborative, collegial environment with strong support at the highest levels of system administration, and influence within the institution and the community. Enjoy an open work

Chief of Police

environment with no hidden agendas and where success is measured by your efforts in taking the college to the next level of accomplishment.

- Geography, climate, demographics, and ambiance combine to offer you a truly excellent place to live. Houston is the largest multi-cultural city in Texas and the 4th largest city in the nation. As home of the energy capital of the world, the Houston economy is one of the most vibrant in the nation and home to the country's largest medical complex- the Texas Medical Center. Family members will discover a warm, open community that offers an attractive array of activities, amenities, services and opportunities whether they are looking for top-notch education, meaningful employment, or simply a safe and comfortable place to live.

Nominations and Applications

LeadExec is assisting Houston Community College in this leadership search.

For inquiries, nominations, and applications, please contact:

Lisa J. Marks, Founder & CEO
Leyla Kayi, Senior Search Consultant
413.335.6936
policechief@leadexec.com

Please provide a cover letter and CV.
Current Medical Exam, Drug Screening, and Psychological Evaluation are required to advance.

LeadExec is a respected expert in retained executive search and organizational development. We identify and engage leaders who make an impact and transform organizations.



Houston Community College does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age disability, sexual orientation or veteran status. The College's full Accessibility and Nondiscrimination Statement and contact information can be found at: <https://www.hccs.edu/departments/institutional-equity/equal-opportunity-statement/>

