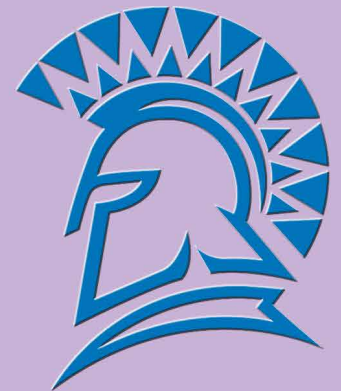




**SJSU** SAN JOSÉ STATE UNIVERSITY

INVITES YOUR INTEREST IN THE POSITION OF

**CHIEF OF POLICE**



 **BOB MURRAY & ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



SJSU is recognized for its world-class faculty, cutting-edge programs, and growing collaborations with private and government entities.

## THE UNIVERSITY

Located in the heart of Silicon Valley, the world's high-tech capital, San José State University (SJSU) successfully educates students to compete in and contribute to the complex, global economy of the new century. SJSU is recognized for its world-class faculty, cutting-edge programs, and growing collaborations with private and government entities. Silicon Valley firms and agencies seek SJSU students for internships, summer work programs, and for assistance with research and development projects. Silicon Valley firms employ more graduates from SJSU than from any other university in the nation.

Founded in 1857, San José State University is the oldest public institution of higher education on the West Coast. From its beginnings as a normal school to train teachers for the developing frontier, SJSU has matured into a comprehensive metropolitan university with seven (7) colleges offering 134 Bachelor's degrees and Master's degrees. In 2003, SJSU was the first in the nation to open a joint city-and-university library.

Quality teaching and small classes are a priority at SJSU, where tenured professors teach introductory as well as advanced courses. One of the 200 top research universities in the nation, SJSU offers rigorous course work and research opportunities to more than 35,000 undergraduate and graduate students. SJSU employs close to 5,000 faculty and staff.

## THE CALIFORNIA STATE UNIVERSITY SYSTEM

The California State University (CSU) is a leader in high-quality, accessible, student-focused higher education. With 23 campuses, approximately 484,000 students, and more than 52,000 faculty and staff, the CSU system is the largest, the most diverse, and one of the most affordable university systems in the country. The CSU is the gateway institution for the great majority of students seeking a baccalaureate education in California, and for those who seek professional training as teachers, nurses, social workers, and engineers. The CSU offers myriad opportunities to help students achieve their goals. The CSU prepares graduates who go on to make a difference in the workforce. The CSU has a tremendous impact on the education, lives, economy, and the future of Californians and people throughout the world. San José State University is unique to the CSU as an urban campus, located in the 10th largest city in the US.

## THE ADMINISTRATION AND FINANCE DIVISION

The Administration and Finance Division includes Facilities Development and Operations, Finance, University Police Department, and Spartan Shops, Inc.

The mission of the Division is to contribute to the enrichment of students' educational experience by creating a clean, safe, green



learning environment and by providing uncommon administrative services for SJSU students, faculty, staff, and community.

## THE POLICE DEPARTMENT

The University Police Department (UPD) is a dynamic organization providing law enforcement services to the campus and affiliated organizations in the surrounding community. UPD's primary jurisdiction includes the main campus (with a diverse campus population of approximately 35,000), the south campus (stadium, office building, and sports fields), and fraternities and sororities located just off campus.

UPD has a concurrent jurisdictional agreement with the San José (City) Police Department. UPD officers enforce traffic laws and suppress street crimes such as illegal drug use and sales, robbery, and assaults in this current jurisdiction. UPD has an annual budget over \$18 million, with 82 full-time employees (34 of whom are sworn) and an additional 24 part-time employees. In addition to the Office of the Chief, UPD is divided into two (2) bureaus: Administration Bureau and Operations Bureau.

The Administration Bureau is comprised of Communications, Investigations and Crime Prevention, Police Records, Property and Evidence, Support Services (which includes Parking Services), and Training and Recruiting. The Bureau is responsible for the overall readiness and operation of the Administration Bureau functions of UPD including: internal investigations; media relations; Quality Assurance Program; recruitment of UPD personnel; Workplace Violence Program; UPD policy development and budgeting; UPD staff training and development programs; and special event coordination.

The Operations Bureau is comprised of Police Patrol and Emergency Preparedness with responsibility for the overall readiness and operation of the Operations Bureau functions of UPD including: Critical Response Unit (CRU); Evening Guide Escort Program;

field training; Library Security; Police Cadet Program; Police Service Assistants; Records; Parking; and terrorism response.

UPD patrols the SJSU campus and the surrounding area 24 hours a day, 7 days a week. UPD annually documents about 60,000 incidents, arrests between 800 and 900 suspects, and writes about 2,500 reports. The Police Communications Center dispatches UPD personnel to more than 50,000 calls for service each year. UPD and Parking Services personnel annually work more than 200 special events attended by over 500,000 people.



## THE POSITION

San José State University is seeking a law enforcement professional with high energy and integrity to provide the vision necessary to successfully lead the University Police Department (UPD). Candidates should demonstrate a leadership philosophy that is effective in a very diverse educational environment and takes into consideration the sensitivities and complexities of campus life.

As a key member of the university management team, under the general direction of the Vice President for Administration and Finance/Chief Financial Officer, the Chief of Police provides the leadership, supervision, and development of law enforcement professionals and support staff.

As the University's senior law enforcement officer, essential duties and responsibilities of the Chief of Police may include, but are not limited to, the following:

- Recommends initiatives and changes to improve quality and services for UPD Service Group/Administration and Finance Division/University.
- Administers a comprehensive university law enforcement program that includes facility security, emergency preparedness, parking, traffic control, and an access control program.
- Manages UPD personnel policies and decisions including recruitment, selection, training, and evaluation in a manner that attracts, develops, and retains a cutting-edge professional and diverse workforce.
- Maintains a close working relationship with all members of the University community including students, faculty, staff, and administrators consistent with a "service based" philosophy.
- Acts as the University's law enforcement liaison with external public safety agencies and community organizations (especially the City of San José). Maintains regular contact and involvement in professional law enforcement and public safety organizations with a focus on

bringing the highest levels of excellence to the Department.

- Manages the UPD budget in a manner consistent with budget authorization and University mission.
- Serves as an active member of the Vice President for Administration and Finance's executive leadership team and on the University's Strategic Preparation Advisory Board.

## THE IDEAL CANDIDATE

An experienced professional with vision and energy who embraces the University's shared values and possesses the following professional and educational qualifications is being sought:

**Education:** A Bachelor's degree from an accredited college or university with an emphasis in Police Science, Public or Business Administration, or a related field, is required. A Master's degree or graduation from Command College is preferred. Graduation from the FBI National Academy is a plus.

**Experience:** Candidates should have a minimum of 10 years of responsible law enforcement experience including five (5) years of recent experience at the command level (Lieutenant or above) in a department of similar size or larger.

**Peace Officer Standards and Training (POST) Certification:** San José State University requires current POST management certification in California or certification at the management level within a six (6) month period of time.

The ideal Chief of Police will be a person with the ability to inspire, coach, and lead both within and external to the SJSU Community as an individual who goes beyond what is expected to do what is possible.

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## THE COMPENSATION

The annual salary for the incoming Chief of Police is commensurate with the qualifications and experience of the successful candidate. Appointment will be made at the Administrator IV level of the Management Personnel Plan. A copy of the Management Personnel Plan is available online at <http://www.calstate.edu/hr/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf>. The CSU enjoys a generous benefits program, which includes:

**Retirement** – The CSU participates in the California Public Employees' Retirement System (CalPERS). Retirement PERS plan varies for Classic Members and New Members. Medical and dental insurance continues in qualified retirement under the CalPERS retirement plan.

**Medical** – A choice of various medical insurance programs are available through the California Public Employees' Retirement System (CalPERS). Monthly medical premiums are shared between the CSU and the employee.

**Dental** – The CSU provides employees, and their eligible dependents, with dental program options which include a fee for service plan, or a prepaid plan. The CSU currently pays the full monthly cost of the program.

**Vision** – The CSU provides employees, and their eligible dependents, with a vision care program. The CSU currently pays the full monthly cost of the program.

**Life Insurance** – The CSU provides employees with \$100,000 in life insurance coverage, and an additional \$100,000 in accidental death and dismemberment coverage.

**Long-Term Disability Insurance** – If disability criteria are met, the employee will receive 66 2/3 percent of pay up to a maximum of \$18,000 per month, until age 65 or Social Security normal retirement age.

**Vacation** – Employees earn two (2) Vacation days (16 hours) per month. Employees with less than 10 years of service with the CSU can accrue up to a maximum of 384 hours (48 days); employees with more than 10 years, the maximum is 440 hours (55 days).

**Sick Leave** – Employees accrue eight (8) hours of Sick Leave each month up to an unlimited maximum. At retirement, unused Sick Leave may be converted to additional service credit as defined in CalPERS regulations.

**Other Leave Programs** – The CSU provides employees a variety of paid and unpaid leave programs including: Bereavement Leave, Catastrophic Leave, Parental Leave, Organ Donor Leave Program, Jury Duty, Family Medical Leave (FML), and Leaves of Absence.

**Holidays** – 14 paid holidays per year.

**Additional Benefits** – The CSU provides a broad range of other benefits which includes Critical Illness Insurance, Group Legal Plan, Home and Automobile Insurance, Medex Travel Assist Program, Life Services Toolkit, Credit Union, and 401(k), 457 and 403(b) plans.



**Pre-Employment Conditions** – Prior to employment, a verification of salary and degree(s) and/or certifications will be completed. The selected candidate will be required to: a) complete a POST Personal History Statement; and (b) submit to a background investigation including medical examination and Livescan fingerprinting.

**Conditions of Employment** – The selected candidate may be required to sign a conflict of interest disclosure statement and may be required to complete conflict of interest training within six (6) months of assuming the position.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:**

**December 14, 2018**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with San José State University. A select group of candidates will be asked to provide five (5) professional references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080

