



The Montana State University Police Department is now hiring an Assistant Chief of Police.

The mission of the University Police Department (UPD) is to provide students, employees, and visitors with a safe and secure environment for living and learning. The department achieves its mission by providing both traditional law enforcement service and non-traditional community services. UPD takes a comprehensive approach to preventive patrol using vehicles, bicycles, Segways, and foot patrol. UPD offers a variety of crime prevention programs that allow our community to protect themselves through awareness. When crime does occur, UPD provides the full range of police services including report writing, crime scene processing, investigation, follow-up, filing of charges, arrests as appropriate, and, where possible, recovery of stolen property. UPD regularly partners with other local police agencies including the Bozeman Police, and Gallatin County Sheriff, as well as Federal agencies such as the FBI and Immigration and Customs Enforcement for information sharing, joint investigations, and training purposes. UPD prides itself in taking a leadership role among the local police departments to combat problems shared by all agencies. A recent example was UPD forming a joint task force to combat an upsurge in white supremacy on campus and in Gallatin Valley. UPD has full police jurisdiction on all Montana University System property as well as city-wide jurisdiction in Bozeman.

The Assistant Chief of Police will be responsible for the following:

- Ensures operational division missions are being accomplished. Responsible for staffing, training and equipping the operational division of the department to provide for the safety and security of the campus.
- Ensures completion of divisional tasks and responsibilities to include police, investigations, communications, community policing and security services.
- Oversees the personnel functions for the operations division including analyzing divisional personnel needs and making recommendations accordingly.
- Assists in selecting, hiring, training, motivating and evaluating assigned personnel and taking or recommending disciplinary action in accordance with established policies and procedures.
- Supervises five direct reports and approves day-to-day actions as required on all department personnel in the absence of the Chief of Police; provides leadership, training and supervision for departmental personnel.
- Completes and/or ensures a quarterly/annual evaluation of department personnel's performance.

- Controls and commands major criminal investigations, emergency management situations and large university special events. Performs risk management assessments and develops related preparedness, response and mitigation manuals.
- Assists in the preparation and administration of the Departments annual \$3.3 million operating budget including monitoring expenditures, maintaining related reports and records, compiling budget data, and reviewing purchase orders and expenditures for approval. Manages the purchase or replacement of capital items.

Please go to the following link to apply for this position: <http://www.montana.edu/jobs/professional>  
Screening of applications will begin on June 15, 2015 and continue until an adequate pool is established.  
For questions regarding this position, please contact Michelle at (406)994-5428  
or [mlarsen@montana.edu](mailto:mlarsen@montana.edu).