

DEPUTY DIRECTOR, DIVISION OF PROTECTIVE SERVICES

Nature of Work

Under administrative direction, performs complex administrative work in assisting the Director of the Division of Protective Services in planning, organizing, and directing the programs, functions and activities of the agency. Assists in providing for safety, security and law enforcement at the capitol complex and other state facilities. Performs related work as required.

Examples of Work

Manages day-to-day operations of the agency in the director's absence.

Represents the director at various functions and meetings.

Recommends and coordinates safety and security needs and oversees investigation of criminal activity and other complaints for the state capitol complex and other state facilities.

Recommends, develops and implements policies and procedures governing the operation of the division.

Plans, organizes and directs the work of subordinates.

Ensures proper training of police force.

Monitors any contractors for security and other services and assures compliance with terms and conditions of contracts.

Recommends, prepares and revises the division's budget.

Prepares and reviews reports and other documents regarding the operation of the division, as necessary.

Conducts counter surveillance searches.

Installs and/or supervises installation of surveillance equipment in conjunction with criminal investigations.

Knowledge, Skills and Abilities

Knowledge of the Law Enforcement Training Standards as established by the Governor's Committee on Crime, Delinquency and Correction.

Knowledge of state and federal laws and regulations relating to law enforcement.

Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling, budgeting, and reporting.

Ability to develop, manage and direct the activities of employees.

DEPUTY DIRECTOR, DIVISION OF PROTECTIVE SERVICES (CONT'D)

Knowledge, Skills and Abilities (cont'd)

- Ability to analyze security problems and recommend feasible and effective solutions.
- Ability to communicate clearly and effectively with public officials, the general public and the news media.
- Ability to install, operate and monitor electronic surveillance equipment owned or in possession of the Division of Protective Services.
- Ability to conduct/supervise technical countermeasure/counter surveillance searches.
- Ability to conduct audio and video tape examinations.
- Ability to test and recommend for purchase equipment relating to technical and/or electronic surveillance.
- Ability to suggest and design security and fire alarm systems as requested.

Minimum Qualifications

- Training:** Graduation from an accredited four-year college or university.
- Experience:** Ten years of full-time or equivalent part-time paid experience as a law enforcement officer in which three years was in a supervisory law enforcement capacity and three years was in technical electronic counter surveillance detection.
- Special Requirement:** Successful completion of supervisory and management training and the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer. A minimum of three years experience relating to technical and electronic surveillance training. Certified training is recommended.

Established: 5/20/1999
Revised: 6/26/2001
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