**Public Safety Department Functional Chart**

**Senior Director of Public Safety Services**
Roy J. Murphy, CCP*

- Department management and auditing
- Risk/Vulnerability assessments
- Emergency Planning Committee
- Crisis Management Team
- BENS management
- City of Boston Board of Health
- Law Enforcement Liaison

**Chief of Police**
Nicholas R. Costa

- Manage in-house shift personnel
- Manage contract security
- Manage duty schedules and assignments
- Manage investigations & follow-up
- Develop & administer Dept. training program
- Accreditation official for dept.
- Develop, review and revise department standard operating procedures
- Manage technical procedures
- Manage I.T. liaison.
- Manage day-to-day operations of department:
  - Manage external electronic security system integration, external radio system integration, and the external Life Safety vendors.
  - Manage electronic access and time zone management
  - Manage Campus Life safety systems and vendor
  - Coordinate quarterly city inspections
  - Development of electronic systems standards, technical training for various systems and auditing of electronic systems
  - Development of annual capital projects budget and equipment replacement schedule
  - Provide program system support for the “One Card” program
  - Systems design, electronic access management, IT liaison.
  - Campus wide projects integration & customer interface
  - Manage the conducting, testing and documentation of all card access, intercom, emergency call boxes, elevator emergency phones, E911 system, emergency exits, and fire escape alarm points
  - All arms electronic and administrative functions

**Associate Director**
Nadine Taylor-Miller*

- Develop a comprehensive emergency management program:
  - Mitigation, preparedness, response & recovery efforts
  - Evacuation planning, development, assessment & testing
  - Emergency notification system administration, education & annual testing
  - Conduct plan exercises & evaluations
  - Research & recommend systems, vendors, supplies & equipment
  - Administrator emergency mobile app program
  - Community education & training
  - Manage Gov’t Emerg Telephone Service (GETS) & Wireless Priority Service (WPS) programs
  - Manage Federal Clery Act compliance:
    - Daily crime & fire log
    - Publish annual safety, security & fire report
    - Annual statistical collection & submission
  - Immediate Notification procedures, including training of front line personnel
  - Monitor crime trends for Timely Warnings
  - Campus wide electronic security education
  - Website & Social Media oversight

**Manager - Emergency Management Program**
Steven A. Taddionio

- Manage a comprehensive emergency management program:
  - Mitigation, preparedness, response & recovery efforts
  - Evacuation planning, development, assessment & testing
  - Emergency notification system administration, education & annual testing
  - Conduct plan exercises & evaluations
  - Research & recommend systems, vendors, supplies & equipment
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  - Campus wide electronic security education
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**Technical Operations Manager**
Nicholas R. Costa

- Manage contracted Locksmith vendor, maintain a campus wide key & lock system
- Serve as primary Operations Budget manager
- Administer the college vehicle-training program and drivers license validation
- Serve as Public Safety website administrator,
- Interface with Life Safety Systems for Alarm and Security System vendors,
- Manage Life Safety Vendor invoice submissions
- Serve as backup for desktop support for Access Control Client work stations
- Provides added depth for all aspects of the “One Card” program.
- Conduct independent system audits of the access control system(s),
- Coordinate quarterly testing of AED/CPR devices, responsible for maintenance and upkeep of all devices
- New hire employee orientation
- 160 schedule and installation
- RM key development system
- Simpex primary administrative contact
- ARMS services back-up

**Support Services Manager**
Lance S. Finamore

- Provides direct daily support to the Director and broad administration services
- Coordinate development of the “Annual Report”, daily review for the publicsafety@berklee.edu email account,
- Serves as the department central procurement and office supplies and work order submission
- Provides supervisor for the “One Card” office
- Collects, tracks, balances and prepares the monthly cash deposits
- Administers the issuance of badges for Special Summer Programs,
- Administer all aspects for the semester rental of storage locker programs
- Oversees aspects of the bicycle registration program for the Bicycle Pavilion
- Provides back up for addressing card access issues,
- Serve as the central point for the collection of after hour’s use of classrooms and other areas
- Serve as the campus central (CORI Information) coordinator
- Manage the Public Safety Lost and Found program

**Administrative Services Coordinator**
Joanne M. Markis

- Provides direct daily support to the Director and broad administration services
- Coordinates development of the “Annual Report”, daily review for the publicsafety@berklee.edu email account
- Serves as the department central procurement and office supplies and work order submission
- Provides supervisor for the “One Card” office
- Collects, tracks, balances and prepares the monthly cash deposits
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*Communications, website/news letters, standards and guidelines