

CHIEF OF POLICE

DEFINITION

Serves as and exercises the powers of a sworn Peace Officer pursuant to the provisions of section 830.32(a) of the California Penal Code, and 72330 of the California Education Code and as a Community College District Police Officer (Chief). Provides leadership, plans, organizes, coordinates and directs the operations and activities of the Campus Police Department; directs law enforcement, security activity and health and safety programs; provides a secure working environment for staff and students in a multi-cultural diverse environment; provides protection to District facilities and property; supervises and evaluates the performance of assigned staff. The Chief of Police is required to carry a firearm.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Superintendent/President.

Supervision is exercised over all Police Department personnel.

EXAMPLES OF DUTIES

Plans, organizes, coordinates and directs the operations and activities of the Campus Police Department; directs law enforcement, security activity and health and safety programs; provides a secure working environment for staff and students; and provides protection to District facilities and property.

Supervises and evaluates the performance of staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; develops work schedule to provide maximum police services; and regularly observes staff during all shifts.

Develops and prepares the department budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; and reviews, approves and purchase equipment.

Reviews crime reports, safety reports and citation appeals and determines the appropriate action, as well as ensures compliance with legal mandates.

Assesses the crime-related safety of the campus and coordinates improvements in such areas as patrolling, lighting, landscaping, signs, emergency response and communications.

Provides advice and leadership in the development of policies and procedures informed by current and applicable theory, legislation, court decisions and trends for college police department and related functions.

Administers various functions not limited to law enforcement, such as coordinates assistance of medical emergencies; prevention of fires and fire hazards; prevention of theft and vandalism; monitors and maintains campus burglar, fire and other building alarm systems; and investigation and reporting of unusual, hazardous, or suspicious occurrences and conditions.

Responds to inquiries and complaints; resolves issues or conflicts in a timely and effective manner; and conducts student, employee or departmental investigations as appropriate.

Revises emergency response manual and provides applicable training for all college personnel.

EXAMPLES OF DUTIES (continued)

Operates various police equipment including radio communication equipment, firearms and other technical law enforcement equipment.

Anticipates, prevents and resolves problems and conflicts under areas of supervision.

Maintains current knowledge of applicable provisions of the Education Code, Penal Code, Municipal Code, Safety Code, FCC and other official regulations related to the activities of the Department; reviews existing and pending legislation and make recommendations regarding establishing, modifying of supporting legislative measures.

Reviews, clarifies, and conveys District policies, laws, and procedures and other regulations to staff, students, and the general public.

Oversees the District's Disaster Plan and other emergency procedures.

Directs the preparation and maintenance of records related to functions and activities; ensures the collection, analysis and timely submission of mandated crime reporting to the public and others in compliance with applicable local, state and federal regulations; maintains records of criminal activity affecting the District; maintains records related to personnel including background investigations and training per POST regulations; signs legal documents as appropriate.

Oversees the lost and found services for the District.

Appears in court as required, represents District's interests as appropriate.

Acts as the Workplace Anti-Violence Coordinator for the District.

Monitors and enacts the requirements of the Air Quality Management District.

Administers the District's parking and traffic control programs and transportation coordination.

Oversees the collection and disposal of hazardous materials.

Represents the college and actively participates on various committees as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current police practices, protocols, procedures and administration.

Criminal law, investigation and crime prevention methods.

Applicable laws, policies, rules and regulations.

Principles and practices of administration, supervision and training.

Management skills with policy and budget formation including preparation and administration of the annual budget.

Extent and limitation of police powers.

QUALIFICATIONS (continued)

Emergency planning and operations.

Effective oral and written communication skills.

Maintain a professional demeanor in all situations, as well as interpersonal skills using tact, patience and courtesy.

Word processing, spreadsheet and database computer software.

Ability to:

Plan, organize, coordinate and direct the activities and operations for large, complex projects.

Direct law enforcement, security activity and health and safety programs.

Provide a secure working environment for staff and students.

Provide protection to facilities and property.

Interpret, apply and explain rules, regulations, labor contracts, policies and procedures.

Supervise, train, develop, lead and evaluate performance of assigned staff.

Exercise critical and independent judgment; and analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.

Prepare and maintain accurate and detailed records and reports.

EMPLOYMENT STANDARDS

Education and Experience:

A Bachelor's degree from an accredited college or university with an major in the Administration of Justice, Criminal Justice, Police Science, Criminology or a related field.

Five years of increasingly responsible experience in law enforcement experience as a lieutenant or higher with a P.O.S.T. certified Police Department.

Licenses and Certificates:

Possession of a valid Basic, Intermediate, Advanced and Supervisory Professional Certificate issued by the California Commission on Peace Officer Standards and Training (POST) is required at the time of appointment.

Possession of valid Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates.

Possession of a valid California driver's license is required.

EMPLOYMENT STANDARDS (continued)

Physical Requirements:

Meet background and character qualifications for this position pursuant to the provisions of California State Government Code Section 1031(d), and in accordance with standards established by the State of California Commission on Peace Officer Standards and Training (P.O.S.T.). Satisfactorily pass physical and psychological examinations pursuant to the provisions of California State Government Code Section 1031(f), and in accordance with standards established by California P.O.S.T.).

Desirable Qualifications:

Possession of a valid California P.O.S.T. Management Certificate.

A Master's degree in a related field.

Experience working in an educational environment.

Sensitivity and understanding of the diverse cultural, socioeconomic and ethnic backgrounds of college students and individuals with disabilities.

Other:

Ability to respond at all hours and schedule meetings during non-traditional office hours.