



CHIEF, CAMPUS POLICE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Campus Police Department, including field operations, criminal investigations, and communications; coordinates assigned activities with other departments, officials, outside agencies, and the public; fosters cooperative working relationships among departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to executives in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy Superintendent, Executive Vice President of Administrative Services. Exercises direct supervision over sworn and non-sworn staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, coordinating, and directing staff, operations, and programs of the District's Campus Police Department. Positions at this level assume responsibility for administrative, long- and short-term planning, and budgeting; in addition they recommend and implement public safety programs, projects, goals, and policies, and ensure alignment with the safety, attraction, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Campus Police Department programs, services, and activities including the provision of the safety and security of the District's students, faculty, staff, and property.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Campus Police Department; establishes, within policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Campus Police Department personnel; evaluates and reviews work for acceptability and conformance with standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and campus needs; continuously

monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Plans, organizes, directs and administers a District-wide plan to provide parking accommodation for students, faculty, staff, visitors and guests; enforces traffic laws and oversees citation actions.
- Serves as a liaison between the District Attorney's Office, local law enforcement and the FBI in police matters involving the campus community; makes criminal arrests and conducts criminal investigations.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates mutual aid operations.
- Informs the District's administration of security and safety problems and proposes solutions; advises appropriate administrator of student discipline matters and prepares reports; interviews and informs involved student(s) of discipline matters.
- Plans, organizes, direct, and administers the Emergency Disaster Preparedness Program, in cooperation with assigned departments.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Serves as a spokesperson for the Police Department at a variety of campus community events, meetings, and other public relations activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public safety.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Ensures staff observe and comply with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a community college police department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Public agency budget development, contract administration, District administrative practices, and general principles of risk management related to police department operations.
- Principles and practices of police safety program development, management in an educational setting including emergency services preparedness.
- Law enforcement legal mandates and practices such as Peace Officer Standards and Training (P.O.S.T.), Penal Code, civil law and the Police Officer Bill of Rights (P.O.B.R.).
- Techniques used for conducting criminal investigations.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Rules of evidence regarding search and seizure, the preservation of evidence, and the chain of custody.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations and business correspondence.

- Record keeping principles and procedures.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Police Department.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of sworn and non-sworn staff; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Administer special projects with contractual agreements and ensure compliance with contract provisions.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, community groups and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in police science, criminal justice, or a related field.

Experience:

- Seven (7) years of increasingly responsible law enforcement management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Supervisory P.O.S.T. Certificate, to be maintained throughout employment.
- Possession of valid First Aid and CPR certification to be maintained throughout employment.
- Possession of, or ability to obtain within two (2) years of employment a Campus Law Enforcement Course Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The job involves periodic fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime or incident scenes, Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may serve as an Incident Commander in the field. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to pass a detailed background investigation, and physical and psychological examination.. Must be able to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.