

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: POLICE FIELD SUPERVISOR

BASIC FUNCTION:

Under the direction of the Chief, Campus Police, assign, direct, evaluate and supervise the activities of campus police personnel; supervise the day-to-day security operations of the college; participate in disaster preparedness planning; perform related duties as assigned.

REPRESENTATIVE DUTIES:

Schedule, assign, train, evaluate and supervise patrol, investigative and office personnel in the provision of campus police and security services. Supervise parking services personnel. *E*

Coordinate activities in the absence of the Chief, Campus Police; assist on administering departmental budget. *E*

Respond to and solve on-site problems as they occur and advise college administrators on police matters. *E*

Perform duties of Campus Police Officer as a regular part of assignment. *E*

Conduct supervision of emergency operations, crime scenes and investigations as assigned. *E*

Assist in coordination of training preparedness and make recommendations for equipment and revision of departmental and District procedures and policies. *E*

Testify in court and may testify as an expert. *E*

Act as liaison with external law enforcement agencies and officials. *E*

Attend and participate in various committees and meetings that are held within the police department. *E*

Conduct training and briefing sessions for Campus Police Department meetings. *E*

Performs other related duties as assigned.

KNOWLEDGE AND ABILITY:

KNOWLEDGE OF:

Public safety, law enforcement and police methods
Current methods and equipment used in the police field

California penal, vehicle and safety codes
Sound management and supervisory practices
Crowd control techniques, with particular emphasis on a campus environment
Investigative procedures
Laws relating to youth and juveniles
Report writing techniques
Basic budgetary principles

ABILITY TO:

Ability to plan, organize and direct Police operations
Enforce pertinent laws, rules and regulations
Develop and implement security procedures and methods
Analyze situations accurately and adopt an effective course of action
Train, supervise and evaluate subordinate personnel
Speak and write effectively
Interrogate suspects and interview victims and witnesses
Prepare clear and concise reports and records
Establish and maintain cooperative working relationships with persons contacted during the course of the work
Lift objects up to 50 lbs.
Drag a minimum of 125 pounds for a distance of 15 feet

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate degree, valid California Supervisory P.O.S.T. Certificate and three (3) years of full-time experience supervising law enforcement, OR a valid California Intermediate P.O.S.T. Certificate and five (5) years of full-time law enforcement experience and some supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

1. Must be a U.S. Citizen
2. Successful completion of a P.O.S.T. certified Campus Law Enforcement Course within two (2) years of date of employment
3. Possess a valid California Driver License prior to appointment
4. Possess valid First Aid and CPR Certificates prior to appointment

WORKING CONDITIONS

Incumbent must be physically able to react appropriately in emergency situations. Duties of this position require the work of those who have no lifting restrictions. Sitting and standing for extended periods of time and using firearm and other police safety equipment is required. Hours

of work may not coincide with the hours of normal campus activity and may include rotating shifts.

APPOINTMENT TO POLICE FIELD SUPERVISOR POSITION

Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check physical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions and will be interviewed by investigator as a condition of employment.