

## CHIEF OF CAMPUS POLICE & SAFETY

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**DEFINITION:**

Under general direction of the Vice President of Administrative Services, the Chief of Campus Police & Safety plans, organizes, coordinates and directs a district-wide police, safety, parking enforcement and security programs in accordance with all applicable federal, state and local regulations. With a community oriented focus, the Chief plans and coordinates emergency preparedness and emergency response district wide. The position requires night and weekend work.

**DISTINGUISHING CHARACTERISTICS:**

The Chief of Campus Police & Safety shall direct program objectives to protect the lives and property of students, faculty, staff, visitors, and the District through the efficient and effective delivery of public safety services. This position serves as the liaison for the department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues as required. S/he ensures that appropriate Mutual Aid and Memorandums of Understanding agreements are established and maintained in collaboration with the Vice President of Administrative Services. The Chief provides professional guidance to the college's leadership team as required.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

1. Assumes management responsibility for all services and activities of the Campus Police & Safety Department including safety, security, and public assistance;
2. Enforces and oversees enforcement of applicable laws on District premises; identifies violators, issues warnings and citations, initiates student disciplinary proceedings and/or makes arrests as warranted; coordinates with external law enforcement agencies regarding responsibilities and responses.
3. Responds to and/or oversees response to calls for service, including crimes in progress, reports of crimes or suspicious circumstances.
4. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for safety and security functions and programs; recommends, within Divisional policy, appropriate service and staffing levels; recommends and administers policies and procedures.
5. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Vice President of Administrative Services; implements improvements.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Plans, directs, coordinates, and reviews the work plan for the Campus Police & Safety Department; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; ensures daily individual and shift logs are completed.

8. Establishes "police" or just (patrol) schedules to deter potential violators and apprehend violators and protect District properties against prowlers, vandalism, fires, or other dangers which could involve loss or damage to property; establishes security checks to ensure that doors, gates, and windows are locked and that lights are on or off as required.
9. Manages and participates in the development and administration of the Campus Police & Safety program annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
10. Advises the Executive Staff on legal implications of handling crises and monitors progress of critical situations.
11. Maintains effective Public Relations between the Campus Police & Safety Department and the general public.
12. Serves as a liaison for the Campus Police & Safety Department with other College departments, divisions, and outside agencies including local police and fire departments; negotiates and resolves significant and controversial issues working collaboratively with the Vice President of Administrative Services; work closely with College departments and student groups to assure security and safety of campus and public activities.
13. Participates in the development of and implements emergency procedures for earthquakes, fires, bomb threats, and other disasters; conducts building searches in accordance with predetermined plan during bomb threat conditions.
14. As necessary, provides back-up to officers; provides additional patrol services; prohibits the admittance to school premises of unauthorized persons and substances including alcohol and/or narcotics; deals with situations in an appropriate manner; periodically checks night meetings to ensure that facilities are being used only by authorized persons and that order is maintained.
15. Supervises and directs officers and support staff for crowd control at public events.
16. Provides responsible staff assistance to the Vice President of Administrative Services; prepares and present staff reports and other necessary correspondence.
17. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to safety programs, policies, and procedures as appropriate.
18. Oversees and evaluates the District's disaster /emergency preparedness plans and training. Co-chairs the District's Emergency Response Team (ERT) Committee. Participates in the Workplace Safety Committee. Ensures compliance with federal and state preparedness requirements (SIMS/NEMS). Responds to emergencies on District premises, providing control and assistance and coordinating emergency personnel; coordinates emergency services provided by external agencies in conformity with District policies and procedures. Responds to and resolves difficult and sensitive citizen inquires and complaints.
19. Maintains currency of District Emergency Preparedness.
20. Plans and conducts campus wide emergency safety drills on a consistent and regular basis, including with outside first responder agencies.
21. Plans and conducts periodic scheduled fire drills.
22. Oversees the issuance of parking decals.

23. Performs related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS:**

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:** Operational characteristics, services, and activities of a safety and security program; law enforcement and security methods including community policing, crowd control principles and investigative procedures; pertinent federal, state, and local laws, codes, and regulations including laws of arrest and retention, legal rights of citizens, rules of evidence, Cleary Act, and traffic and parking control laws and regulations; civil defense and disaster preparedness procedures; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; modern and complex principles and practices of safety and security program development and administration; offensive and defensive weapons nomenclature and theory; interviewing and interrogation techniques; operating characteristics of modern police equipment; advanced principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation;

**Skill to:** Operate modern office equipment including computer equipment; operate a motor vehicle safely; provide administrative and professional leadership and direction for the Police & Safety Department.

**Ability to:** Manage, direct, and coordinate the work of professional, technical, and clerical personnel; select, supervise, train, and evaluate staff; recommend and implement goals, objectives, and practices for providing effective and efficient safety and security services; meet and deal tactfully and effectively with the public; gain cooperation through discussion and persuasion; accurately observe and recall incidents and situations encountered; act quickly and calmly in emergencies; prepare and administer a budget; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; interpret and apply federal, state, and local policies, procedures, laws, and regulations; be sensitive to, and have an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

**Education:** Possession of a Bachelor's degree from an accredited college or university with major coursework in law enforcement, police science, criminology, criminal justice, public administration, or a related field; AND

**Experience:** Five years of increasingly responsible law enforcement experience including two years of administrative and supervisory responsibility; preferably with an institution of higher education.

Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**License or Certificate:** Possession of a Basic POST Certificate as described in California Penal Code Section 832 et seq., and specifically set forth in California Government Code Section 1031. Ability to carry a firearm. Possession of valid driver's license with a good driving record; maintain a good driving record throughout employment; possession of, or ability to obtain, a CPR and First Aid Certificate issued by the American Red Cross or equivalent agency.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

*Essential duties require the following physical abilities and work environment:* Ability to travel to different locations, sit, stand, walk, kneel, climb, and lift 25 lbs.; exposure to the outdoors.

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