

| TITLE           | CLASSIFICATION                           | SALARY RANGE |
|-----------------|--|--------------|
| Chief of Police | Management Team<br>Classified Supervisor | 28           |

### **SCOPE OF POSITION:**

Under the direction of the Senior Vice President, Finance & Administrative Services/Assistant Superintendent, plan, organize and direct the daily operations of District Police; ensure safety of District facilities; ensure accuracy and thoroughness of officer police reports; oversee and evaluate the disaster/emergency preparedness plans and training; supervise and evaluate the performance of assigned staff.

### **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Plan, organize and direct the daily operations of District Police; ensure compliance with District, State and Federal laws, policies and procedures; conduct reviews, interpret and develop policies and procedures.
2. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; identify training needs and schedule appropriate specialized trainings and professional recertification as necessary; respond to needs of personnel and collaborate with human resources, union representatives or other departments to resolve issues and complains.
3. Oversee and evaluate the Districts disaster/emergency preparedness plans and training; serve as chair to the District emergency preparedness team; participate as a member in crisis intervention and response teams; ensure compliance with Federal and State preparedness requirements; respond to emergencies on District premises, providing control and assistance in coordinating emergency staff; coordinate emergency services provided by external agencies in compliance with District policies and procedures.
4. Coordinate and direct investigation activities; prepare and/or ensure accuracy and thoroughness of officer police reports; determine the necessity of potential follow-up investigations; ensure distribution of documents and reports to appropriate departments and agencies.
5. Participate in community networking, District shared governance groups and public service activities; maintain partnerships and cooperation with external organizations in the community to enhance public safety mission goals and objectives.
6. Oversee patrols of District grounds and facilities; respond to service calls; conduct traffic stops and issue traffic and parking citations; enforce District, county, State and Federal laws, rules, regulations and policies.
7. Provide technical expertise, information and assistance to the Senior Vice President regarding service calls, parking enforcement and the availability of staff for special events; assist in the formulation and development of policies, procedures and programs.
8. Review appeal forms submitted by recipients of parking enforcement citations; review citations issued for accuracy and legibility; determine validity of the appeal and take appropriate action.
9. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.

### **KEY DUTIES AND RESPONSIBILITIES – Continued**

10. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; respond to and resolve difficult and sensitive citizen inquiries and complaints.
11. Develop and prepare the Police Department budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities.

### **KNOWLEDGE OF:**

1. Planning, organization and direction of the law enforcement and security activities of the college.
2. Principles and practices of administration, supervision and training.
3. Applicable sections of policies, procedures, regulations, codes and laws related to District law enforcement and security.
4. Investigation techniques and procedures.
5. Shared governance, committee leadership and college managerial processes.
6. Operation of specialized law enforcement tools, equipment and vehicles.
7. Oral and written communication skills.
8. Budget preparation and control.
9. Interpersonal skills using tact, patience and courtesy.
10. Operation of a computer and assigned software.
11. Record-keeping and report preparation techniques.

### **ABILITY TO:**

1. Coordinate and direct investigation activities.
2. Oversee a disaster/emergency preparedness plans and training.
3. Supervise, train and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned software.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Prioritize and schedule work.
13. Direct the maintenance of a variety of records and files related to assigned activities.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree in criminal justice, public administration or related field.

**EXPERIENCE:**

Increasingly responsible law enforcement experience in a leadership role.

**LICENSES AND OTHER REQUIREMENTS:**

Graduation from P.O.S.T. Basic Academy and Basic P.O.S.T. certificate.

Valid California driver's license.

Valid First Aid/CPR and AED license issued by an authorized agency.

Valid P.O.S.T. Supervisory or Management certificate.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:**

Sitting, standing and walking for extended periods of time.

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to utilize assigned equipment.

Pushing, pulling, lifting and carrying heavy objects.

**HAZARDS:**

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.

Firearms and other police-issued weapons or tools.