

## **DEPUTY CHIEF, PUBLIC SAFETY**

### **DEFINITION**

Under general direction, assists in planning, organizing, managing and providing administrative direction and oversight for major programs, functions, and activities of the Public Safety Department; develops and implements specific departmental operational programs; assists in coordinating assigned activities with other District departments, divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Chief, Public Safety in areas of expertise; acts for the Chief on a relief or as assigned basis.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief, Public Safety. Exercises general and direct supervision over assigned staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is an Assistant Department Director classification in the Public Safety Department. The incumbent is responsible for planning patrol, public service and investigative functions or administrative support activities, including assisting the Chief in formulating policy, developing goals and objectives, and administering the department's budget. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other District departments. Responsibilities include performing and directing many of the department's day-to-day operational functions. This class is distinguished from the Chief, Public Safety in that the latter has overall management responsibility for the Public Safety Department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

- Assists in directing, managing, and participates in the development and implementation of goals, objectives, policies and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Provides administrative management, leadership, and motivation to departmental personnel to facilitate the provision of efficient and effective public safety measures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Chief; directs the implementation of improvements.
- Selects, trains, motivates and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and participates in the development and administration of the department's annual budget; assists in the forecast of additional funds needed for staffing, equipment, supplies, and materials; assists in the monitoring of and approval of expenditures; implements adjustments as necessary.
- Develops cooperative working relationships with representatives of other local public safety departments.
- Oversees the maintenance of Clery Act mandated crime reporting; publishes and disseminates the mandated information; maintains the department's website for this purpose.

- Provides highly complex staff assistance to the Director; prepares and presents staff reports, written materials, and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding Public Safety functions; conducts internal investigations of complaints from officers and/or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
- Plans and coordinates campus event management, including security, traffic/parking planning, and staffing.
- Represents the District and department in meetings with members of other public and private organizations, business, educational and community groups and the public.
- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including call-back of personnel and equipment resources, providing active management of emergencies and disasters utilizing District's emergency action and participating in organizing, planning and practicing EMS training.
- Serves as a liaison for the department with other District departments, divisions, and outside agencies; attends meetings in various locations; serves on various committees and task forces; participates in community events and workshops that provide information regarding departmental programs, projects, and services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public safety and other types of programs and services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- May assume command in the absence of the Chief, Public Safety.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management.
- Principles and practices of budget administration.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, court decisions, and regulations concerning the operation of a college campus public safety department.
- Functions, services and funding sources of a college campus public safety department.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
- Investigation and identification techniques and equipment.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of a college campus public safety department.
- Safety practices and equipment related to the work.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record-keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills & Abilities to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Plan, organize, direct, and coordinate the work of assigned personnel.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in emergency situations.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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:*

Equivalent to an Associate's degree from a regionally accredited college or university in security management, law enforcement, or a related field, and three (3) years of supervisory experience in public safety services equivalent to a Public Safety Supervisor at the District.

**Licenses & Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of Pepper Spray and Security Officer Training certification and California Bureau of Security and Investigative Services Security Guard card and firearms permit.
- Possession of American Red Cross First Aid and CPR certification.
- Complete and pass an Automatic External Defibrillator and a State certified Tactical Telescoping Baton course.
- Possession of an advanced certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) preferred.

At the discretion of management, positions within this classification may be required to:

- Obtain and maintain Penal Code 832 certification, per Education Code 72330.5.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various District and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Public Safety services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.