

Job Description

Title: Deputy Chief, Police and Campus Safety

Unit: Management

Range: Recommended 15, *currently 13*

Management Steering Committee

Review: 11/5/2019

Synopsis: Update to job description, title, and salary range

Rational

Job description was updated to reflect Police and Campus Safety. Changed the minimum qualification to reflect higher level of expertise in the area of public safety and law enforcement. With the upcoming P.O.S.T certification, the signed Governors bill regarding Police and Campus Safety, and increased level of responsibilities, in order to stay competitive in recruitment to attract and retain quality applicants, it is recommended to increase this position from range 13 to range 15. This aligns internally with the Chief, Police and Campus Safety at range 19.

DEPUTY CHIEF, PUBLIC POLICE AND CAMPUS 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~~ College 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~~ **assigned managerial personnel**. 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~~ Police and Campus 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~~ College departments. Responsibilities include performing and directing many of the department's day-to-day operational functions. **May assume command in the absence of the Chief, Police and Campus Safety.** This class is distinguished from the Chief, ~~Public~~ Police and Campus Safety in that the latter has overall management responsibility for the ~~Public~~ Police and Campus Safety Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. 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.
2. Provides administrative management, leadership, and motivation to departmental personnel to facilitate the provision of efficient and effective public safety measures.
3. 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.
4. 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.
5. 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.
6. ~~Develops cooperative working relationships with representatives of other local public safety departments.~~

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management.
2. Principles and practices of budget administration.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
4. ~~Applicable Federal, State, and local laws, codes, court decisions, and regulations concerning the operation of a college campus public safety department.~~
5. Functions, services and funding sources of a college campus public safety department.
6. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department.
7. Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
8. **Record-keeping principles and procedures;** investigation and identification techniques and equipment.
9. General principles of risk management related to the functions of the assigned area.
10. Recent and on-going developments, current literature, and sources of information related to the operations of a college campus public safety department.
11. Safety practices and equipment related to the work.
12. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
13. ~~Record-keeping principles and procedures.~~
14. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
15. ~~English usage, grammar, spelling, vocabulary, and punctuation.~~
16. Techniques for effectively representing the District **College** in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
17. 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.
18. ~~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:

1. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
2. **Demonstrate ability to function in a community policing focused organization.**
3. ~~Plan, organize, direct, and coordinate the work of assigned personnel.~~
4. ~~Select, motivate, and evaluate the work of staff and train staff in work procedures.~~
5. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
6. ~~Make sound, independent decisions in emergency situations.~~
7. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
8. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.

~~District~~ **College** 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~~ **Police and Campus** Safety services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. ~~Employees~~ **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

~~Employees~~ **Incumbents** 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~~ **Incumbents** may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.