

Job Descriptions for President's Cabinet Review - November 21, 2023

Job Description	
Title:	Chief, Police and Campus Safety
Unit:	Management
Range:	M-19
Synopsis:	Modification
Rationale:	To include revisions of standard language (such as changing District to College) and the revision to the licenses and certifications, which is more than what is necessary at the time of hire.
Incumbent:	To be recruited
Approved?	


 President's Signature

November 21, 2023

Date

Comments:

[illegible]

CHIEF, POLICE AND CAMPUS SAFETY

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police and Campus Safety Department, including **safety**, patrol, parking enforcement, investigations, and support services; coordinates assigned activities with other District **College** departments, divisions, outside agencies, and the public; fosters cooperative working relationships among District **College** departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Administrative Services and other District **College** administrative staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the ~~Vice President, Administrative Services~~ **assigned managerial personnel**. Exercises general direction and supervision over management, supervisory, technical, and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a ~~Department Director~~ **management** classification that oversees, directs, and participates in all activities of the Police and Campus Safety Department, including ~~short- and long-range~~ planning, development, and administration. This class provides assistance to the ~~Vice President, Administrative Services~~ in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District **College** functions and activities, including the role of an elected Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District **College** goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Police and Campus Safety Department; establishes, within District **College** policy, appropriate service and staffing levels.
2. Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, vehicles,

equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.

3. 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.
4. Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and ~~District~~ **College** needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
5. Represents the Police and Campus Safety Department to other ~~District~~ **College** departments, the Board of Trustees, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
6. Conducts a variety of departmental, organizational, and operational studies and investigations, including those prompted by public inquiries or complaints; responds to public inquiries and complaints and assists with resolutions; recommends modifications to programs, policies, and procedures as appropriate.
7. Manages critical incidents implementing emergency protocols to major crimes; oversees investigations and ensures proper reporting related to the apprehension and arrest of violators; directs the preparation and maintenance of a variety of narrative and statistical reports, including reports required under the Clery Act.
8. Coordinates and manages vehicle fleet and specialized campus safety equipment.
9. Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high-profile or complex investigations.
10. Monitors legal, regulatory, technological, and societal changes that may affect the work of the department; determines 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.
11. Confers with the ~~District~~ **College** administration and elected officials in the planning and implementation of efficient and effective campus safety measures designed to meet community expectations and needs.
12. Provides effective professional liaison between the Police and Campus Safety Department and the general public to ensure the promotion of goodwill, cooperation, and open communications between the department and the community at large.
13. Serves as a spokesperson for the Police and Campus Safety Department at events, meetings, and other activities; makes presentations to the Board of Trustees and a variety of other boards and commissions.
14. Participates in a variety of boards, commissions, and professional group meetings.
15. Evaluates major incidents or situations and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of

action is carried out by designated management in a timely and efficient manner as required.

16. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing Standardized Emergency Management System (SEMS) regulations, including call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing District's **College's** emergency action and participating in organizing, planning, and practicing SEMS training.
17. Attends and participates in professional group meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments, trends, and innovations in the field of law enforcement and emergency management.
18. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects ~~as assigned by the Vice President, Administrative Services or District Board.~~
19. Maintains and directs the maintenance of working and official departmental files related to security and safety data and information.
20. Monitors changes in laws, regulations, and technology that may affect District **the College** or departmental operations; implements policy and procedural changes as required.
21. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
22. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
23. Oversees, leads, and provides **quality** ~~high-level~~ customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
24. Utilizes critical thinking, **sound** decision-making, and problem-solving skills with tact, confidence, and diplomacy.
25. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
26. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
27. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
28. Performs other duties as assigned **consistent with the scope of the position.**

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, including goal setting and program development.

3. Public agency budgetary, contract administration, District **College**-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
4. Applicable federal, state, and local laws, ~~codes~~, court decisions, ~~and regulations concerning the operation of a college campus Police and Campus Safety department~~ **regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.**
5. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
6. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of college campus administration.
7. Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Technical, legal, financial, and public relations problems associated with the management of college Campus Safety programs.
9. ~~Record keeping principles and procedures.~~
10. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
11. Investigation and identification techniques and equipment.
12. Recent and ongoing developments, current literature, and sources of information related to the operations of a Police and Campus Safety department.
13. Safety practices and equipment related to the work.
14. Community policing and the application of its ideals.
15. Modern office practices, methods, and computer equipment and applications related to the work **scope of responsibility.**
16. ~~English usage, grammar, spelling, vocabulary, and punctuation.~~
17. Techniques for effectively representing the District **College** in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
18. ~~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.~~
19. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of faculty, **management**, and staff.

3. **Exercise** critical thinking and **sound** decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with **ethics**, tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. Provide administrative and professional leadership and direction for the department and the District **College**.
6. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. ~~Plan, organize, direct, and coordinate the work of management, supervisory, and technical personnel; delegate authority and responsibility.~~
9. ~~Select, motivate, and evaluate the work of staff and train staff in work procedures.~~
10. **Establish and maintain a variety of filing, record-keeping, and tracking systems.**
11. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
12. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of District **College** programs and administrative activities.
13. Conduct effective negotiations and effectively represent the District **College** and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, individuals, and professional regulatory and legislative organizations.
14. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
15. Identify and be responsive to community issues, concerns, and needs.
16. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
17. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
18. Establish and maintain a variety of filing, record-keeping, and tracking systems.
19. **Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**
20. **Communicate effectively through various modalities.**
21. Make sound, independent decisions in emergency situations.
22. 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.
23. ~~Operate modern office equipment including computer equipment and specialized software applications programs.~~
24. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
25. ~~Understand scope of authority in making independent decisions.~~
26. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; **understand scope of authority in making independent decisions.**

27. Establish, ~~and maintain,~~ **and foster** positive and effective working relationships with those contacted in the course of the 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:~~

1. Equivalent to ~~graduation~~ **a bachelor's degree** from a regionally **or nationally** accredited four-year college or university with major coursework in security management, law enforcement, or a related field; and
2. Five (5) years management and/or administrative experience in P-O-S-T certified law enforcement agency.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

1. Possession of, or ability to obtain, a valid California ~~D~~**d**river's ~~L~~**l**icense by time of appointment.
2. Possession of Pepper Spray and Security Officer Training certification and California Security Guard card/firearms permit.
3. Possession of American Red Cross First Aid and CPR certification.
4. Complete and pass an Automatic External Defibrillator and a State certified Tactical Telescoping Baton course.
5. Possession of a valid California (P-O-S-T-) Advanced Certificate, for appointment as a peace officer, per California Penal Code 830.32 and Education Code 72330.
6. **Possession of, or ability to obtain, a** ~~V~~**v**alid Management level Certificate issued by the California State Commission on Peace Officer Standards and Training (P-O-S-T-) required **within one (1) year of employment.**

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 **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 scenes~~s~~, 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 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 7/2018; 8/2018; 8/2023