

Job Description(s) for President's Cabinet Review - January 14, 2025

Job Description	
Title:	Chief, Police and Campus Safety
Unit:	Management
Range:	19
Synopsis:	Modification Since the Sergeant and Lieutenant positions are being revised, we took the opportunity to update the Chief job description with standard language and the Title 5 regulations related to community college policing and to properly reflect the correct Campus Law Enforcement course needed to maintain employment. With these changes, the incumbent still meets the minimum qualifications for the position.
Rationale:	
Incumbent:	1
Approved?	

Martha Lane
President's Signature

January 14, 2025

Date _____

Comments:

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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 College departments, divisions, outside agencies, and the public; fosters cooperative working relationships among 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 College administrative staff in areas of expertise; ~~performs related work as required.~~

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in all activities of the Police and Campus Safety Department, including planning, development, and administration. This class provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, 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 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 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 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 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 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 College's emergency action and participating in organizing, planning and practicing SEMS training.
17. Attends and participates in professional group meetings, **boards, commissions,** 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.
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 College or departmental operations; implements policy and procedural changes as required.
21. **Supervises and may participate in patrol, enforcement, and providing security for events and functions.**
22. **May perform the full range of duties of a Lieutenant and Sergeant, Police and Campus Safety.**
23. **Directs investigations, makes arrests, files criminal complaints, and detects and prevents criminal activity.**
24. **Participates in regular training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation.**
25. **Provides leadership and demonstrates by example a community policing model that emphasizes a "guardian" rather than a "warrior" mindset, focusing on creating and strengthening relationships with the campus community, participating in shared governance, and using problem-solving approaches to law enforcement.**
26. **Attends and participates in campus activities not involving a "police response" or other formal public safety-related activities, such as participating in student events when invited, in town hall, convocations, and other similar events where informal or social interactions with other campus stakeholders are possible.**
27. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
28. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
29. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
30. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
31. 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.

32. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
33. Performs other duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA **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, 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, court decisions, 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 **Police and** Campus Safety programs.
9. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
10. Investigation and identification techniques and equipment; **safety practices and equipment related to the work.**
11. Recent and ~~on-going developments,~~ current literature **events,** and sources of information related to the operations of a college campus public safety department.
12. ~~Safety practices and equipment related to the work.~~
13. Community policing and the application of its ideals.
14. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
15. ~~English usage, grammar, spelling, vocabulary, and punctuation.~~
16. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
17. Techniques for providing a high level of customer service by effectively dealing 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 DEISAA diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in DEISAA diverse, equitable, inclusive, socially just, anti-racist, and accessible 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 resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. Provide administrative and professional leadership and direction for the department and the College.
7. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
8. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of College programs and administrative activities.
11. Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, individuals, and professional regulatory and legislative organizations.
12. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
13. Identify and be responsive to community issues, concerns, and needs.
14. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
15. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
16. Establish and maintain a variety of filing, record-keeping, and tracking systems.
17. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Communicate effectively through various modalities.
19. Make sound, independent decisions in emergency situations.
20. 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.

21. 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.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

1. Equivalent to 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 ~~Four~~ (5 ~~4~~) full-time equivalent** years **of** management and/or administrative experience **at the rank of Police Lieutenant or higher** in **a** POST-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:

Possession of, or ability to obtain and maintain the following:

1. **Current eligibility for appointment as a California Peace Officer, including a valid POST Basic Certificate or completion of the requalification course within the last three years prior to hire.**
2. ~~Possession of, or ability to obtain, a v~~**Valid** California driver's license by time of appointment.
3. ~~Possession of Pepper Spray and Security Officer Training certification and California Security Guard card/firearms permit.~~
4. Possession of American Red Cross First Aid, and CPR **and Automatic External Defibrillator** certification.
5. ~~Complete and pass an Automatic External Defibrillator and a State-certified Tactical Telescoping Baton course.~~
6. ~~Possession of a valid~~ **Advanced Certificate issued by the California Commission on Peace Officer Standards and Training** (POST) **Advanced Certificate**, for appointment as a peace officer, per California Penal Code 830.32 and Education Code 72330.

7. ~~Possession of, or ability to obtain, a valid Management level Certificate issued by the California State Commission on Peace Officer Standards and Training (POST) within one (1) year of employment.~~
8. **This position requires the incumbent to satisfactorily complete the Campus Law Enforcement course approved by the Commission on Peace Officer Standards and Training POST per Penal Code 832.3 within two years of the date of first employment. In order to maintain employment with the College, the incumbent must maintain valid peace officer certification with POST.**

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST 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 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, 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds **and objects weighing more than 50 pounds with assistance.**

ENVIRONMENTAL ELEMENTS

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. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures **as well as California Penal Codes and Vehicle Codes.**

Amended: 7/2018; 8/2018; 8/2023; 12/2023