

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHIEF OF COLLEGE POLICE AND SAFETY

BASIC FUNCTION:

Under the direction of the Vice President for Business and Financial Affairs, plan, organize, and direct various aspects of the College Police Department and College safety in a community policing environment; supervise and evaluate personnel assigned to the College Police Department and other functional areas of oversight; develop and implement policies and procedures that are consistent with the District's goals and assure compliance with District rules, local laws, State laws and federal laws; supervise and monitor the District's parking program.

DISTINGUISHING CHARACTERISTICS:

The Chief of Campus Police & Safety shall direct program objectives to protect the lives and property of students, faculty, staff, visitors, and the District through the efficient and effective delivery of public safety services. This position serves as the liaison for the department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues as required. S/he ensures that appropriate Mutual Aid and Memorandums of Understanding agreements are established and maintained in collaboration with the Vice President for Business and Financial Affairs. The Chief provides professional guidance to the college's leadership team as required.

REPRESENTATIVE DUTIES:

1. Provide leadership and direction to the College Police Department. **E**
2. Advise college administrators on police and security matters. **E**
3. Develop, recommend and implement long and short-range goals, objectives policies and procedures in the law enforcement area. **E**
4. Plan, organize and coordinate various aspects of the College Police Department at all District locations to provide a safe and secure campus in a community policing environment; supervise parking enforcement for District sites. **E**
5. Prepare Quarterly Crime and Incident Reports for submission to the Board of Trustees, attend Board meetings as required. **E**
6. Serve as a liaison for the College Police Department with other College departments, divisions, and outside agencies including local police and fire departments. **E**
7. Monitor, evaluate and update the District's emergency preparedness program for effectiveness and initiate necessary changes. Ensures compliance with federal and state preparedness requirements, i.e. Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) and coordinates emergency services provided by external agencies in conformity with District policies and procedures. **E**
8. Coordinate college programs, and trainings, and drills for emergency operations and disaster preparedness and response.

Chief of College Police and Safety – Continued

9. Conduct and/or direct criminal or interface with other District personnel and departments to gather information necessary for police investigations. *E*
10. Assist in the design and implementation of the District-wide intrusion alarm system. *E*
11. Interact with P.O.S.T. (Peace Officer Standards and Training) commission to ensure compliance with State legal requirements for selection and training of sworn personnel. *E*
12. Oversee the collection and maintenance of crime statistical data to enable effective deployment of manpower. *E*
13. Develop, recommend and implement policies, procedures and regulations for the College Police Department. *E*
14. Compile and monitor department budget; order supplies and equipment for department; maintain records and statistics concerning police activities. *E*
15. Evaluate the performance of College Police Department staff and ensure that legal requirements for peace officers are met. *E*
16. Plan, develop, and implement crowd control and security measures for college and community special events sponsored by the District. *E*
17. Plan, develop and implement parking control and traffic management; supervise student workers employed in the parking program. *E*
18. Develop and implement training programs and manuals for the College Police Department; monitor the effectiveness of training and seek training from outside agencies that fits the needs of the College Police Department. *E*
19. Develop, implement and coordinate the College Police public relations program, escort service and crime prevention program; develop safety procedures for District-wide distribution to comply with federal regulations; remain current on developments in the field, revise current plans and develop new plans as necessary. *E*
20. Develop statistical data and prepare reports, letters and memoranda for a variety of purposes as necessary; research, analyze and interpret federal, State and local regulations to update department procedures; maintain confidential files and records. *E*
21. Serve on District committees, attend a variety of meetings, workshops, seminars and conferences to receive and provide information; serve as liaison between the District and other law enforcement agencies. *E*
22. Conduct regular inspections and check to assure proper performance by police officers in the field. *E*
23. Respond to emergencies according to District policies and procedures and other established guidelines on a 24-hour on-call basis. *E*
24. Supervise, monitor and schedule contracted security services at District locations; establish and implement procedures for security services, resolve issues and problems; recommend and assist in selection, renewal or termination of the services. *E*
25. Perform related duties and responsibilities as required.

Chief of College Police and Safety – Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Law enforcement and security techniques and methods.
Clery Act Reporting Standards and Procedures
SEMS (Standardized Emergency Management)
NIMS (National Incident Management Systems)
Investigative procedures.
Crime prevention techniques and methods.
Laws of arrest, legal rights of citizens, rules of evidence and court procedures.
Pertinent Federal, State and local laws and statutes.
District policies and procedures.
Record-keeping techniques.
Office policies, procedures and objectives.
Management principles and practices.
Appropriate safety procedures.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Computer skills.
Principles and practices of budget preparation and administration.

ABILITY TO:

Lead plan, organize, direct and coordinate a variety of programs in a multi-site campus setting.
Interpret and apply statutes, regulations, policies, federal, State and local laws.
Develop and implement District policies and procedures.
Establish and maintain cooperative and effective working relationships with District personnel, students, public and local agencies.
Analyze situations accurately and adopt an effective course of action.
Select, train, supervise and evaluate Department personnel.
Plan and organize work to meet changing schedules and timelines.
Research, analyze, and evaluate new service delivery methods and techniques.
Work independently.
Serve on a variety of boards and committees.
Maintain high ethical standards and behavior.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in Criminal Justice or a related field supplemented by possession of or eligibility for a P.O.S.T. Supervisory certificate, P.O.S.T. Management certificate and five years of service as a first line supervisor or higher in a law enforcement agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid CPR card.
Valid First Aid certificate.
Successful completion of Government Code Section 1031 requirements.

Chief of College Police and Safety – Continued

Possession of or eligibility for a P.O.S.T. Supervisory certificate and P.O.S.T. Management certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.
Work may require evening, weekend and holiday hours.
Work requires being on call during off-duty hours.

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally.
Standing and walking for extended periods of time.
Running, walking over rough or uneven surfaces.
Bending at the waist.
Kneeling or crouching.
Hearing and speaking to exchange information and make presentations.

HAZARDS:

Adverse weather conditions.
Potential physical hazards involved in intervening in fights and other anti-social, illegal, and violent behavior.
Contact with dissatisfied or abusive individuals.

December, 1999
Johnson & Associates

Revised: March, 2003
Human Resources

Revised: October, 2011
Human Resources/Forsberg Consulting Services

Revised: December, 2017
Human Resources