

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: CHIEF OF POLICE**

#### **BASIC FUNCTION:**

Under the direction of the Vice President for Fiscal Affairs and the Senior Director of Business, Operations & Facilities Planning, plan, organize, and direct various aspects of the Campus Police Department; supervise and evaluate personnel assigned to the Campus 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; oversee the operations of the basic law enforcement academy; supervise and monitor the District's parking program, industrial safety program, and hazardous materials and hazardous waste program.

#### **REPRESENTATIVE DUTIES:**

Prepare Quarterly Crime and Incident Reports for submission to the Board of Trustees, attend Board meetings as required. *E*

Develop and implement Emergency Preparedness Plan for the District; monitor and evaluate program for effectiveness and initiate necessary changes. *E*

Conduct and/or direct complex criminal or highly confidential personnel investigations; interface with other District personnel and departments to gather information necessary for police and personnel investigations. *E*

Oversee the design and installation of the District-wide intrusion alarm system. *E*

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*

Oversee the collection and maintenance of crime statistical data to enable effective deployment of manpower. *E*

Plan, organize and coordinate various aspects of the District Police Department at all District locations to provide a safe and secure campus environment; supervise parking enforcement for District sites. *E*

Develop, recommend and implement policies, procedures and regulations for the Campus Police Department. *E*

Compile and monitor department budget; order supplies and equipment for department; maintain records and statistics concerning police activities. *E*

Evaluate the performance of Campus Police Department staff and ensure that legal requirements for peace officers are met. *E*

## **Chief of Police – Continued**

Plan, develop and implement parking control and traffic management; supervise student workers employed in the parking program. *E*

Develop and implement training programs and manuals for the campus police department; monitor the effectiveness of training and seek training from outside agencies that fits the needs of the Campus Police Department. *E*

Develop, implement and coordinate the Campus 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*

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*

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*

Conduct regular inspections and check to assure proper performance by police officers in the field. *E*

Respond to emergencies according to District policies and procedures and other established guidelines on a 24-hour on-call basis. *E*

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*

Coordinate college programs for disaster preparedness, safety and emergency planning and the handling, storage and disposal of hazardous materials. *E*

Plan, coordinate and supervise the District industrial safety program. *E*

Plan, coordinate and supervise the District hazardous materials and hazardous waste program. *E*

Prepare and maintain a variety of records and reports related to the hazardous materials program and related requirements; assure compliance with proper labeling, storage, inventory and disposal of materials as required. *E*

Perform related duties and responsibilities as required.

## **Chief of Police – Continued**

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Law enforcement and security techniques and methods.  
Investigative procedures.  
Federal, State and local laws and statutes.  
District policies and procedures.  
Laws of arrest, legal rights of citizens, rules of evidence and court 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.  
Crime prevention techniques and methods.  
Intrusion alarm systems.  
Computer skills.

#### **ABILITY TO:**

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.  
Train, supervise and evaluate Department personnel.  
Plan and organize work.  
Work independently.  
Maintain high ethical standards and behavior.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an Associate'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 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.  
Possession of or eligibility for a P.O.S.T. Supervisory certificate and P.O.S.T. Management certificate.

**Chief of Police – Continued**

**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.

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*HR*