

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TITLE: COLLEGE POLICE COMPLIANCE SPECIALIST

RANGE: 19

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Oversees complex, federally mandated, statistical tracking and reporting including Clery Act compliance and reporting; maintains specialized databases and reporting systems; develops and oversees implementation of police records maintenance policies and procedures; assists with police evidence processing; coordinates with outside agencies; provides training to District staff on matters pertaining to evidence and records management.

DISTINGUISHING CHARACTERISTICS

The College Police Compliance Coordinator is a specialized role within the College police department, focusing on ensuring compliance with federal and state regulations, particularly the Clery Act. This position is distinguished by its emphasis on statistical tracking, reporting, and the development of policies and procedures related to police records and evidence management. This role requires an understanding of legal requirements, data analysis, and the ability to manage complex reporting systems to maintain the integrity and accuracy of the District's safety and security records.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates the development, implementation and oversight of policies, programs and activities that ensure the District's overall compliance with the Clery Act and associated regulations for the District's main campus and higher education centers; coordinates the Clery Act policy; coordinates the preparation and publication of reports and lists, ensuring requirements are met and that all information is accurate; gathers crime and disciplinary data from a variety of internal and external sources; prepares, publishes and distributes the Clery Act Annual Security Report. **E**
2. Coordinates, trains, and oversees reporting of Campus Security Authorities; trains District administration, counselors and other stakeholders on Clery Act requirements and emergency management procedures. **E**
3. Researches, compiles and prepares statistical reports and studies; may serve as the department's Agency Terminal Coordinator and coordinates with other city, county and California Department of Justice (DOJ) personnel for the administration of the California Law Enforcement Telecommunications Systems (CLETS); interprets information from CLETS, the National Crime Information Center (NCIC) and local computer systems; monitors and audits CLETS usage to ensure compliance with DOJ-mandated policies and procedures; investigates potential misuse and recommends appropriate corrective action; makes required notifications to DOJ. **E**

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College Police Compliance Specialist (Continued)

4. Develops records maintenance policies and procedures and acts as Police Department Custodian of Records; develops and implements a storage plan that includes both physical and digital storage, storage of confidential and sealed records and the destruction and archiving of older records in conformance with legal standards and limitations; coordinates records access requests and release of information in response to Public Records Act requests. **E**
5. Ensures operational compliance with local, state and federal laws and regulations governing police records and records management services, as well as DOJ requirements regarding the accessing and use of system data; serves as liaison with other law enforcement agencies on recordkeeping and sharing issues; assists with ensuring staff are fully trained and tested on the use of CLETS and on all legal requirements regarding the maintenance and release of police confidential records. **E**
6. Manages the registration of court-mandated sex, drug and arson registrants and ensure timelines for entry and transmission of data to DOJ and ensures Clery Act information release requirements are met; coordinates with probation and patrol officers to monitor sexual offense registrants. **E**
7. Performs live scan fingerprinting procedures accurately and efficiently; maintain equipment and ensure proper functioning of the scanning technology and maintain a fingerprint rolling certification; set up appointments and contact personnel to schedule live scan fingerprinting processing. **E**
8. Checks for any evidence records/items to store, dispose, or file electronically. **E**
9. May testify in court on records management and dispatch issues when subpoenaed. **E**
10. Represents the department at community meetings and events. **E**
11. Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Violence against Women Act, Title IX, and associated regulations.
- Provisions of the California Public Records Act and the Ralph M. Brown Act.
- Crime statistical data tracking, research methods and data analysis techniques.
- Techniques, procedures, and methods used in the operation of police records management, programs, and systems.
- Provisions of the California Public Records Act and the Ralph M. Brown Act.
- Training and providing work direction and guidance to others.
- Classifying and recording crimes on our Clery geography for our Annual Security Report in compliance with the Clery Act.
- Methods and procedures to check for evidence records/items to store, dispose, or file electronically.
- Police terminology and criminal codes, vehicle codes and statutes and ordinances relating to law enforcement.
- Operational characteristics of law enforcement evidence records, processing, and disposal.
- College organization, functions, rules, policies, and procedures applicable to assigned areas of responsibility.
- Modern office practices, procedures and equipment including computers and applicable software programs, including Live Scan fingerprinting equipment.
- Technical aspects of field specialty.

Ability to:

- Oversee complex, federally mandated, statistical tracking and reporting including Clery Act compliance and reporting.
- Interpret information from CLETS, the National Crime Information Center (NCIC) and local computer systems.
- Research, compile, and prepare statistical reports and studies.
- Conduct preliminary investigations to complete reports on property loss, theft, or damage.
- Train and assign and review the work of others.
- Collect, preserve, and maintain evidence pertaining to criminal activity or other violations for presentation to appropriate prosecuting authorities, as necessary.
- Use and maintain enterprise equipment and software for Live Scan fingerprinting.
- Maintain records required by state law and/or department of education to maintain certification and remain compliant and maintain confidentiality of student files and records.
- Make calculations and tabulations and accurately processing and reviewing statistical and related reporting documents and organize and maintain specialized files and databases.
- Exercise judgment, discretion and decision-making to integrate emergency responses with organizational priorities and objectives under tight deadlines and in crisis situations.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain sensitivity to and understanding the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Establish and maintain cooperative and effective working relationships with others.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential student issues and situations.
- Meet schedules and timelines.
- Work independently with little direction.
- Oversee and monitor safety and well-being of property, students, faculty, and staff for an assigned site.
- Assist in the maintenance of an orderly and safe campus through timely access and availability.
- Modern office practices, procedures and equipment including computers and applicable software programs.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to: High School Diploma **AND** two (2) years of increasingly responsible public safety records management or statistical reporting experience involving multiple interrelated automated systems and databases.

PREFERRED QUALIFICATIONS

Clery Act statistical tracking knowledge, preferably in a college environment.

An associate's degree or higher from an accredited college or university in administration of justice, business, management, or a closely related field.

Successful completion of required instructor-level courses as outlined by ICS/NIMS (Incident Command Systems/National Institute Management System) for an Emergency Management Coordinator highly desired.

LICENSE AND OTHER REQUIREMENTS

Department of Justice (DOJ) Training Certificate for CLETS Information and Clery Act Training.

California Public Records Act certification within probationary period.

Fingerprint Rolling Certification within probationary period.

Clery Act Compliance Training certification within probationary period.

Valid license to drive in the state of California.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions and distractions, extended periods of time viewing a computer monitor, and possible exposure to dissatisfied individuals. Moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.