

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: CHIEF SAFETY OFFICER**

### **DEFINITION**

The Chief Safety Officer works to ensure the safety of the college and centers. The Chief Safety Officer plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the College Police Services, including patrol, parking services, investigations, and support services; coordinates assigned activities with other District departments, divisions, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Designated Executive Administrator and other District administrative staff in areas of expertise; and performs related work as required.

The Chief Safety Officer is an integral part in the College's management team and has a highly visible role in the campus community and surrounding communities. Dedication to the mission of Southwestern Community College, collegial collaboration, stakeholder involvement, campus interaction and participation, accountability at all levels within the agency and unquestionable personal and professional ethics are essential. Ensures training and professional development for all campus safety officers focused on coaching and education of students on campus rules and regulations.

### **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.

### **Southwestern College Police Department Mission Statement**

The Southwestern College Police Department is entrusted with a tremendous responsibility to serve the campus communities with skillful, dedicated, and compassionate constitutional policing and public safety services. We recognize that effective law enforcement relies upon partnerships with those we serve and this is only obtained by building and fostering trust. We pledge to work cooperatively with those we serve to promote a safe and positive learning environment.

In support of the District's Mission, Vision & Values, all District employees are committed to serving a diverse community of students and to providing equitable support services that offer clear pathways to student learning and success. The District strives to maintain a student-centered environment that intentionally identifies and removes barriers in order to cultivate success for all, and purposefully addresses the effects of systemic inequities. The removal of systemic inequalities includes honoring and respecting diversity and fostering a safe and welcoming community where all are inspired to participate and realize a sense of belonging. It also includes utilizing natural, physical, and financial resources equitably, effectively, and respectfully in order to support student well-being and success.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Designated Executive Administrator. Provides general direction and leadership to supervisory, technical and clerical staff directly and indirectly through established organizational levels of supervision.

**CLASS CHARACTERISTICS**

This is a Department Director classification that oversees, directs, and participates in all activities of the College Police Department, including short- and long-range planning, development, and administration. This class provides assistance to the Designated Executive Administrator in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District 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 goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.*

1. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the College Police Department; within District policy, establishes appropriate service and staffing levels; confers with the District administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community expectations and needs.
2. Represents the College Police Department to other District departments, the Governing Board, and outside agencies; communicates departmental programs, policies, and activities to a variety of campus constituencies, including student and faculty groups. Anticipates and takes proactive measures to, negotiate and resolve significant and controversial issues within limits of authority. The Chief Safety Officer must be an equity-minded individual committed to providing excellent customer service and community policing.
3. Builds and fosters Police-Community relations with the various campus communities that include faculty, staff and students; their associations and clubs. Encourages restorative justice efforts by collaboration with other college departments, maintains transparency of department operations by fostering feedback from service communities and ensures department personnel operate within the bounds of procedural justice and in a manner that promotes equity and inclusivity.
4. Assumes accountability for the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District 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. Serves as a spokesperson for the College Police Department at events, meetings, and other activities; makes presentations to the Governing Board and a variety of other boards and commissions; ensures the promotion of goodwill, cooperation, and open communications between the department and the community at large.
6. Manages parking services at District locations, including parking enforcement, issuance and processing of citations, disposition of appeals, repair and maintenance of parking permit dispensers and other equipment, and development and implementation of parking regulations within Governing Board guidelines.
7. Manages College Police leadership during special events and functions at District locations, including

the development of operational plans, traffic control and crowd management, and emergency response protocols.

8. 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; approves expenditures and directs their monitoring; directs the preparation and implementation of budgetary adjustments.
9. Selects, trains, motivates, and directs department staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; conducts performance evaluations; provides or coordinates staff training; coaches employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
10. 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.
11. Develops cooperative working relationships and mutual aid agreements with leaders of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
12. Monitors legal, regulatory, technological, and societal changes that may affect the work of the department; determines appropriate 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.
13. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) regulations, including call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing District's emergency action and participating in organizing, planning and practicing EMS training.
14. 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.
15. 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 and equitable practices in the field of law enforcement.
16. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Business and Financial Affairs or Governing Board.
17. Maintains and directs the maintenance of working and official departmental files related to security and safety data and information.
18. Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Recent and ongoing developments, current literature, sources of information, and relevant issues related to higher education (specifically community college) the operations of a College Police and Safety Department.

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- Equity in policing and the use of reliable data to diagnose disparities in policing to shed light on policing practices on campus and to ensure fair, just, and equitable policing across the District.
- Safety practices and equipment related to law enforcement and community service work.
- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Public agency budget administration and contract administration.
- General principles of risk management related to the functions of campus public safety.
- Applicable federal, state, and local laws, codes, court decisions, and regulations concerning the operation of a College Safety/Police department.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- 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.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Technical, legal, financial, and public relations issues associated with the management of College Police and Safety Department programs.
- Principles and procedures for record keeping.
- Law enforcement principles, practices, and techniques related to patrol, parking and traffic enforcement, crime scene control and investigation, and protection of life and property.
- Investigation and identification techniques and equipment.
- Modern office practices, procedures, technology, and computer equipment and applications related to law enforcement work, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Interact effectively with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, including effective de-escalation strategies in stressful or confrontational situations.
- Develop and implement goals, objectives, policies, procedures, work standards for the department and assigned program areas.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.
- Collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Develop and monitor budgets and effectively utilize resources.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District

laws, regulations, ordinances, policies, and procedures.

- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze data on policing practices to intentionally identify and remove any practices that do not “foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.”
- Review and analyze data on policing practices to purposefully identify and address any systemic inequalities and effects of identified inequalities and propose actionable plans to eliminate inequalities. Effectively administer special projects and ensure compliance with contractual agreements.
- Effectively administer a variety of District programs and administrative activities.
- Conduct effective negotiations.
- Effectively represent the District and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, individuals, and professional, regulatory, and legislative organizations.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Identify and be responsive to both campus and external community issues, concerns, and needs.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Make sound, independent decisions in emergency and non-emergency situations.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.

**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:*

Equivalent to a bachelor’s degree from an accredited college or university with major coursework in criminal justice, law enforcement, or a related field; including Social Sciences **AND** five (5) years of experience, at the Sergeant level or above, supervising Peace Officers.

**LICENSES AND CERTIFICATIONS:**

Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

Valid Basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) or ability to obtain within two (2) years of appointment.

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Incumbent is expected to obtain P.O.S.T. Management certificate within three (3) years of appointment.

Valid executive certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) required or the ability to obtain a course waiver within three (3) years.

Possession of First Aid, CPR and Automated External Defibrillator certifications.

**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 and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; color vision for observing distinguishing characteristics of suspects and vehicles, and night vision for patrolling at night; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves occasional fieldwork requiring walking on uneven terrain, and climbing or descending structures to access crime scenes and identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate various equipment and devices, including firearms. The incumbent may be required to bend, stoop, kneel, reach and climb to pursue and detain suspects, examine crime scenes and collect evidence. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbent works primarily indoors but may sometimes work outdoors and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confined areas, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with hostile, dangerous or armed suspects; uncooperative witnesses; or upset staff, faculty, students, and/or members of the public in the course of work.

**WORKING CONDITIONS**

Must be able to pass a comprehensive background investigation and physical and psychological examinations prior to beginning employment. Must be able to work in situations in which the life, safety, or health of self and/or others is at risk. Must be able to work extended shifts or be called back in emergency situations.

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*Johnson & Associates*

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*Human Resources*

Revised: October, 2011  
*Human Resources/Forsberg Consulting Services*

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*Human Resources*

Revised: July, 2018

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*Koff & Associates*

Revised: April, 2020  
*Human Resources*

Revised: April, 2021  
*Human Resources*