CLASS TITLE: CHIEF OF POLICE

BASIC FUNCTION:
Under the general direction of the Chancellor, plan, develop, coordinate, direct and supervise the district-wide law enforcement activities and operations; perform specialized supervisory and police work; ensure the safety and security of district employees, students, facilities and property; train, supervise and evaluate the performance of the department staff.

REPRESENTATIVE DUTIES:
Plan, coordinate, direct and supervise the law enforcement activities of the district police department. E

Establish and maintain effective working relationships with college presidents and management staff to ensure sufficient protective controls for student, faculty and staff safety, facility oversight, and overall crime prevention. E

Direct and oversee comprehensive investigation; attend and participate in hearings or trials of suspects; supervise and coordinate criminal investigations, including the interrogation of subjects control and appearance at hearings and trials. E

Instruct district police staff and student police cadets in pertinent district policies and appropriate police procedures; review reports submitted by officers and staff for accuracy, completeness and appropriateness of action taken. E

Oversee the development and implementation of safety programs and procedures. E

Survey campuses to improve protective controls; prepare reports and recommendations regarding the effectiveness of the police department, related policies and regulations, and plans for improvement and development. E

Review, evaluate, counsel, and direct the activities of police department personnel as necessary; review actions of supervisory personnel to ensure compliance with department procedures, district agreements and policies. E

Direct, coordinate and supervise comprehensive criminal investigations. E

Develop, revise and maintain police department manual on policies, procedures and operations for protecting personnel, students, and facilities of the district campuses. E

Develop, monitor and oversee the police department budget. E

Assist in orienting district personnel regarding security measures; represent the department in the resolution of problems, complaints, and grievances related to police activities. E

Revised September 2007
Established March 2005
Supervise and oversee district-wide emergency preparedness to include compliance with Standardized Emergency Management Systems (SEMS)/National Incident Management Systems (NIMS) requirements.

Develop and present training and development programs for police personnel; ensure requirements for certifications are met and documented.

Interview applicants for all police positions, conduct background investigations as required and make recommendations for selection.

Establish and maintain liaison with other law enforcement agencies to prevent, control, and investigate anti-social, illegal and criminal activity directed against district personnel, students or facilities, or conducted on district property.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Law enforcement and security method and procedures
- Applicable federal, state, city, county laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedures and rules of evidence
- Modern community college police procedures
- Principles and practices of supervision and training
- Criminal investigation techniques and procedures
- Crowd control and vehicle control procedures
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Administration of Public Safety Officer’s Bill of Rights
- Police strategy and methods
- Property protection measures
- Criminal law and rules of evidence
- Police administration
- Use and care of firearms
- Recent court decisions affecting police work
- Standardized Emergency Management Systems (SEMS, NIMS, ICS [Incident Command System])
- Principles, practices and techniques for training and development of a wide variety of employees
- Provisions of applicable laws and codes, including but not limited to the Education Code, California Government Code, and other federal and state policies and procedures
- District organization, operations, policies and objectives

ABILITY TO:

- Coordinate police functions with administration and outside law enforcement agencies
- Plan, coordinate and supervise staff training programs
- Analyze situations accurately and adopt an effective course of action
- Assign, monitor and evaluate the work of others
CHIEF OF POLICE (continued)

Maintain rapport with college staff, students, representatives of local law enforcement agencies and the public
Analyze situations effectively and interpret and apply laws and department regulations
Direct investigations, make arrests, file criminal complaints, and detect and prevent criminal activity
Recommend improvements in department operations
Plan, organize, supervise and participate in the operations of the district police department
Interpret, apply and enforce applicable laws, rules and regulations
Direct and conduct investigations, make arrests, file criminal complaints, detect and prevent criminal activity
Understand and apply sound principles of college police administration
Prepare and present clear, concise and comprehensive oral and written reports
Meet schedules and time lines
Work confidentially with discretion
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor’s degree and eight years of progressively responsible full-time experience as a regularly appointed peace officer in a U.S. public law enforcement agency including three years experience in a supervisory capacity and experience in patrol, investigations, supervision, and emergency response programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California P.O.S.T. Basic Certificate upon appointment date
Obtain valid California driver’s license upon employment
Valid First Aid Certificate and CPR Certificate
Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.; US citizen or permanent resident alien eligible for and who has applied for such citizenship
Be at least 18 years of age
Undergo and pass a subjective background investigation to determine if the candidate meets department standards
Upon receiving a conditional offer of employment, pass a medical and psychological examination and meet department standards thereof
Undergo and pass polygraph examination
Be eligible for and apply for P.O.S.T. Management certificate within one year of appointment if not currently held

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment; subject to driving to conduct work
Exposure to hazards in the inspection of building and incident sites

PHYSICAL ABILITIES:
Reaching overhead, above the shoulders and horizontally
Standing and walking for extended periods of time
Running, and walking over rough or uneven surfaces
Climbing stairs
Bending at the waist, kneeling or crouching
Hearing and speaking to exchange information
Lifting heavy objects

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
Possible exposure to chemicals, fumes, odors or gases during campus inspections