

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Chief of Police

Unit: Management

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Job Code: C3456
Original Date: 07/1989
Last Revision: 08/2013
Staff Type: Classified
FLSA status: Exempt
Salary Range: 18

DEFINITION

Under the general supervision of the Vice Chancellor of Facilities Management, plan, organize, coordinate and direct effective law enforcement on District campuses and other facilities.

EXAMPLE OF DUTIES

1. Plan, organize, direct and manage assigned programs and services including law enforcement and parking control.
2. Review and evaluate college police department operating policies and procedures for efficiency and compliance; review program with applicable statutory requirements; develop and revise as required.
3. Plan, develop, implement and manage District police and parking programs and budgets; coordinate employment of police, parking, and communications personnel.
4. Interview, select, train, supervise and evaluate the performance of assigned staff; initiate disciplinary proceedings and recommend terminations as necessary.
5. Develop and implement training programs; develop and disseminate training and manuals; establish and communicate procedures for use and policies regarding firearms; monitor effectiveness of training continually.
6. Prepare Quarterly Crime and Incident Reports for submission to the Board of Trustees; attend Board meetings as needed to provide staff testimony.
7. 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; hear and resolve employer grievances and complaints.
8. Conduct staff meetings; attend Board meetings and meetings with campus and District administrative staff as required.
9. Develop and implement Emergency Preparedness Program for the District; monitor and evaluate program for effectiveness and initiate necessary changes.
10. Oversee the operations of the districtwide intrusion alarm system and the 7-day/24-hour central communications system.
11. Prepare statistical data and other reports as required; maintain records as files; coordinate functions with other public agencies.
12. Review and evaluate work performance of police/security, parking and communications personnel including supervisory classifications to ensure efficient utilization and training of assigned personnel resources.
13. Interact with P.O.S.T. (Peace Officer Standards and Training) commission to ensure compliance with State legal requirements for selection and training of affected personnel.

14. Oversee the collection and maintenance of crime statistical data to enable effective deployment of assigned personnel.
15. Participate in the collective bargaining process as part of District negotiating team.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Clery Act Reporting Standards and Procedures.
- Communication systems.
- Current court decisions affecting law enforcement.
- District organization, policies and procedures.
- Federal, State and municipal laws and statutes.
- Intrusion alarm systems.
- SEMS (Standardized Emergency Management).
- NIMS (National Incident Management Systems).
- Laws affecting apprehension, arrest and prosecution, including rules of evidence.
- Modern college security methods and procedures.
- Oral and written communication skills.
- Principles of budget planning and administration.
- Principles of Campus Community Emergency Response Team (C-CERT) operations.
- Principles of emergency preparedness planning.
- Principles of management and supervision.
- Principles of police science, administration and organization.
- Principles of supervision and training.
- Record-keeping techniques.
- Use, care and safety precautions of firearms.

Skills and Abilities:

- Analyze situations effectively and interpret and apply laws, rules and regulations.
- Communicate effectively both orally and in writing.
- Coordinate a districtwide ICS (Incident Command System).
- Establish and maintain effective working relationships with others.
- Operate in a multi-campus environment.
- Plan, coordinate, and implement police training programs, including emergency medical assistance.
- Plan, direct and manage a broad-base law enforcement operation in an educational setting.
- Prepare clear, concise and comprehensive verbal and statistical reports, manuals and directives.
- Understand and apply principles of community college police administration.

Training and Experience:

Any combination of training and experience equivalent to: six years progressively responsible law enforcement or public safety experience including four years in a supervisory capacity, and possession of an Associate's degree or equivalent training in Police Science, Criminology or Public Administration. Possession of a Bachelor's or Master's degree in a related field and experience in community relations and juvenile law enforcement is desirable.

License:

Valid California driver's license. P.O.S.T. Advanced and Management certificates.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves an office; moderate travel from site to site.