

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: 03/2018
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 an effective law enforcement program on District campuses and other facilities, including sworn and non-sworn personnel, communications dispatch, parking program services, and fire/intrusion alarm maintenance.

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 and 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.
- Operation and use of computers and basic software applications.
- 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 adopt an effective course of action..
- Communicate effectively both orally and in writing.
- Coordinate a districtwide ICS (Incident Command System).
- Demonstrate impeccable integrity, good judgment, and proven expert decision making ability.
- Establish and maintain effective working relationships with others.
- Interpret and apply laws, rules, and regulations.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Operate in a multi-campus environment.
- Plan, coordinate, and implement police training programs, including emergency medical assistance.
- Plan, direct, and manage a broad-based law enforcement operation in an educational setting.
- Prepare clear, concise, and comprehensive verbal and statistical reports, manuals, and directives.
- Train, supervise, and evaluate assigned staff.
- Understand and apply principles of community college police administration.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree with major coursework in criminal justice, police science, business administration, public administration, or a related field and three years of management and administrative experience in a comprehensive law enforcement program. Possession of FBI National Academy, POST Command College, and/or a Master's degree are highly desirable. Experience in higher education law enforcement, high level managerial law enforcement, and working with diverse employees with successful outcomes is desired.

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. The Police Department operates 24 hours a day, 7 days a week. Assignments may include day, evening, and/or weekend hours. Must be willing to adjust workdays/hours based on the department's needs.