

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Community College Police Communications Supervisor

**Unit:** Supervisory and Professional

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**Job Code:** D1268

**Original Date:** 06/1994

**Last Revision:** 02/2014

**Staff Type:** Classified

**FLSA status:** Exempt

**Salary Range:** 11

### DEFINITION

Under the direction of the Chief of Police, plan, direct and coordinate the operation and administration of the SDCCD emergency radio communications, intrusion alarm system and access control, law enforcement databases and computer operations including Local Area Network (LAN) and Wide Area Network (WAN). Supervise, train and provide work direction to dispatching staff.

### DISTINGUISHING CHARACTERISTICS

The Community College Police Communications Supervisor is assigned overall responsibility for the Communications and Computerized Records Bureau, specialized functions of the District as well as the SDCCD police department. These functions include the SDCCD Police Dispatch Center, computerized records management system, SDCCD emergency communications, fire, and intrusion alarm systems. The incumbent directs the activities of the Police Dispatch Center, correlating department communication and emergency activities with police officers, security and parking, records, and related District personnel.

### EXAMPLE OF DUTIES

1. Plan, direct, coordinate, staff, control and organize assigned functions to accomplish department goals and objectives. Supervise, train and provide work direction to dispatching staff.
2. Develop, establish and assign operating procedures and instructions to subordinates.
3. Direct and supervise SDCCD emergency communications operation which include Police Communications Dispatchers; determine priority of needs and conduct field investigations.
4. Maintain liaison with local, State, federal and international police communications networks for immediate retrieval of criminal information.
5. Coordinate, review, recommend and administer the budget covering assigned District communication activities.
6. Review reports, correspondence, information or other documents submitted by personnel for accuracy, completeness, and appropriateness of actions taken and supervise the entry of reports into an effective computerized record-keeping system.
7. Implement changes in operating policies and procedures; coordinate the scheduling and assignment of assigned personnel.
8. Ensure District compliance with local, State, federal, and international mandates pertaining to security and safety.
9. Attend a variety of meetings and conferences to correlate police communications, activities, and operations with District personnel and allied agencies.
10. Maintain records of police reports and activities in a computerized records management system and prepare required reports.

11. Maintain the District alarm system including records of alarm activity; assign required authorization codes to District personnel; coordinate alarm activities with college schedules and prepare related reports.
12. Review all SDCCD new and remodel construction projects with District Architect to assure effective development and maintenance of fire and intrusion alarm systems, correlating it with affected departments.
13. As the District's Agency Terminal Coordinator, assure compliance of Department of Justice mandates related to records accessed through the California Law Enforcement Telecommunications System (CLETS).
14. Coordinate the operational maintenance of the SDCCD Police Department computer systems, law enforcement databases, and LAN. Correlate activities with District E-Mail and other District WAN information.
15. Administer SDCCD Police Department access to computerized records systems through local, State, federal and international WAN systems; provide training to affected District personnel.
16. Ensure operational coverage 24 hours a day, 365 days a year. Substitute for subordinates as necessary.
17. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Administration and operation of a 24-hour Police Communications Dispatch Center.  
Applicable law enforcement codes.  
Basic Budget analysis and justification.  
Current California Community College police methods and procedures.  
Department communications equipment maintenance, operations, updates and upgrades.  
Department computer applications, databases, general programming techniques and network management and procedures.  
District organization, operations, rules, regulations, policies, procedures and objectives.  
District, local, State, and federal regulations, policies, procedures and building codes affecting fire and intrusion systems, including key management and access control.  
Emergency communications radio systems in correlation with other emergency agencies and federal requirements.  
Fire and intrusion alarm system and access control operation and maintenance.  
General LAN and WAN of police department record-keeping and reporting requirements as prescribed by law.  
Law enforcement agencies in San Diego County.  
Law enforcement databases including SUN, ARJIS, CLETS, NCIC and INTERPOL.  
Oral and written communication systems, equipment and procedures.  
Principles and practices of personnel management, supervision and training.  
Principles of police science, administration and organization.  
Report preparation and record-keeping techniques.

#### Skills and Abilities:

Analyze situations accurately and respond quickly and effectively.  
Analyze, develop and implement changes in methods, systems policy and procedures related to complex and sensitive issues and programs.  
Communicate effectively in all situations.  
Establish and maintain effective and cooperative working relationships with others.  
Establish and meet schedules and time lines.  
Exercise effective leadership, independent judgment and initiative.

Interpret and apply laws and department rules and regulations.  
Keep abreast of changes of applicable laws & regulations.  
Plan, coordinate, and direct assigned functions effectively.  
Prepare clear, concise and comprehensive written, verbal and statistical reports.  
Read and understand specifications and layouts for buildings.  
Recognize and resolve problems of a sensitive, political, organizational or administrative nature.  
Select, train, supervise and evaluate the performance of assigned personnel.  
Understand and apply principles of effective California community college police administration.  
Understand methods of computer programming and software application pertaining to police records management.  
Work confidentially with discretion.  
Work in a liaison capacity with various governmental agencies and the community.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree with major emphasis in police, public or business administration or related field and three years of increasingly responsible supervisory and administrative experience in emergency police communications.

License:

State of California, Department of Justice CLETS Trainer Certification.  
State of California, POST Dispatcher Certification.

Special Requirements:

Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship; be finger-printed for purposes of search of local, State and national fingerprint files to disclose any criminal record; be of good moral character, as determined by a thorough background investigation; successful completion of a medical examination and psychological testing in order to be found free from any emotional or mental condition which might adversely affect the exercise of a police communications operation.

**WORKING CONDITIONS**

Physical Requirements:

Category I. May require considerable physical exertion, lifting and flexibility.

Environment:

Favorable, usually involves an office, but is subject to 24-hour emergency call out, including weekends, evenings and holidays. May involve hazardous conditions.