

# CHIEF OF POLICE AND CAMPUS SAFETY

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| **Reports to:** | Vice President Administrative Services | |  |
| **Dept:** | Police | **Range:** | CM-14 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

# BASIC FUNCTION:

Under direction, provide leadership, and plan, organize, coordinate and direct the operations and activities of the College Police and Safety Department; direct law enforcement, security activities, traffic/parking management, community engagement and emergency preparedness programs; provide protection to district facilities and property, and a secure working environment for staff and students.

# ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.* *Duties are identified by law enforcement pillars which reflect the district’s mission, vision, values, goals and commitments.*

**Management**

* Plan, organize, coordinate and direct all district police functions, including patrol, law enforcement, investigations, Internal Affairs, Communications Center, traffic/parking, recordkeeping, emergency preparedness and response and related support services.
* Develop and maintain equity-minded goals, objectives, policies, procedures and work standards in compliance with federal, state and departmental rules and regulations and to ensure consistency and alignment with the district’s commitment to a racially just, trauma-informed policing approach, emphasizing innovation, creativity, transparency, open communication and community engagement at all levels.
* Plan, organize and evaluate the performance of the police department and staff that supports achieving the department’s and district’s mission, objectives and values, and ensure a high-performance, service-oriented work environment.
* Maintain strong relationships with key campus stakeholders and law enforcement agencies; work creatively and collaboratively to address the needs of disproportionately impacted and minoritized populations including Latinx and Chicanx communities, Black and African American communities, Native Hawaiian and Pacific Islander communities, Native American communities, lesbian, gay, bisexual, trans, queer/questioning, intersex, and asexual (LGBTQIA+) communities, veteran communities, former foster youth, adult students, and students from low socioeconomic statuses, undocumented/mixed status/DACA., reduce disparities, and help create a racially just campus climate.
* Create a supportive culture of holistic wellness that directly addresses the mental health of officers so that they can best serve students and the campus community.
* Manage departmental professional development activities and trainings such as de-escalation, use of force, implicit bias, mental health, the impacts of trauma, and the history of policing trainings.
* Develop and manage the budget and other financial measures of the Police Department.
* Establish and monitor administrative controls and coordinate inspections and audits; complete mandated reporting and notifications.
* Direct the analysis of data and statistics, analyze data and identify additional departmental needs.
* Develop data-informed action plans and process improvements based on aggregated and disaggregated data.

**Community Policing and Crime Reduction**

* Coordinate the department’s community-oriented policing and direct crime prevention programs.
* Assist in the development of community approaches for planning, implementing, and responding to complex crisis situations, identify problems and collaborate on implementing solutions that produce meaningful results for the community.
* Act as a department spokesperson to the media and direct departmental public information efforts.
* Lead forums and meetings that foster positive community interaction and encourages input about the department’s programs and services
* Conduct intentional outreach to the district’s disproportionately impacted and minoritized populations and ensure that culturally competent police-college community interactions are at the core of the department’s community policing strategy
* Work with the campus community on updates and communication of policies and procedures to ensure transparency and increase understanding.
* Coordinate and respond to social media threats, and student conduct issues related to technology and social media.

**Emergency Preparedness & Training**

* Direct the development and implementation of emergency preparedness, terrorism response, disaster management plans, and other functions and programs.
* Develop and conduct training workshops for the campus community.

**OTHER DUTIES:**

* Participate in community civic efforts and service clubs to enhance the college’s presence in the community; act as a college outreach speaker to service clubs, associations, businesses and corporations.
* Perform related duties as assigned.

# KNOWLEDGE, SKILLS AND ABILITIES:

* Ability to communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department’s policing and customer service policies
* Thorough understanding of theories, principles, practices, methods, and techniques of police administration, criminal justice, modern patrol and criminal investigation techniques, crime prevention, and critical incident management
* Knowledge of Federal, state and local laws, policies and directives applicable to areas of responsibility including National Institute Management System (NIMS), FCC and HIPPA requirements, Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX, Violence against Women Act and associated regulations
* Ability to develop and effectively implement disaster preparedness and terrorism response strategies
* Ability to exercise judgment, discretion and decision making in emergency situations, under tight deadlines and in crisis situations
* Knowledge of research methods and analysis techniques including the ability to effectively using technology to track and disaggregate data
* Knowledge of principles and practices of public administration, including budgeting, purchasing and main­taining public records
* Ability to select, motivate and evaluate staff and provide for their training and professional development
* Ability to establish and maintain effective working relationships with all those encountered in the course of work
* Ability to demonstrate a sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

# EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a major in police science, law enforcement, criminal justice, public administration or a related field, and ten years of police experience including five years of management-level experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Additionally, candidates for this position must meet the following minimum peace officer selection standards as set forth in Government Code Sections 1029 and 1031. Every California peace officer must be:

* Free of any felony convictions
* A citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship
* At least 18 years of age
* Fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record
* Of good moral character, as determined by a thorough background investigation
* A high school graduate, pass the General Education Development test or other high school equivalency test approved by CDE, or have attained a two-year, four-year, or advanced degree from an accredited or approved institution
* Found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

# LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

POST management certificate or the ability to complete the POST Management course within one year.

Completion of California POST-certified Internal Affairs Investigation Course required within one year of appointment.

ICS/NIMS (Incident Command Systems/National Institute Management System) 100/200/400/700 are desired.

Successful completion of a comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, use of intoxicants and/or other controlled substances.

# WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Police Sergeant and Communications Records Supervisor.

# CONTACTS:

Staff, students, faculty, courts, other police agencies, County of San Diego Office of Emergency Services, district attorney’s office and college attorneys.

# PHYSICAL EFFORT:

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee must maintain department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run and operate motor vehicles and equipment.

# EMOTIONAL EFFORT:

Ability to effectively use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; deal with changing deadlines, constant interruptions and multiple concur- rent tasks; respond to life-threatening, emergency situations; cope with disturbing or traumatic situations; interact with others encountered in the course of work, including frequent contact with the public and dissatisfied, abusive and traumatized individuals. Incumbents will occasionally be required to pass psychological evaluations.

# WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion. Occasional local travel may be requested. Work involves potentially dangerous situations and exposure to disturbing or traumatic events. The employee is required to be on call during off-duty hours including weekends and holidays and for telephone consultations and to respond in emergency situations and natural disasters.