



**JOB TITLE: CHIEF OF POLICE/DIRECTOR OF PUBLIC SERVICES
INSTRUCTIONAL PROGRAMS**

Classification: Academic Administrator Retirement Type: STRS*
Salary Range: 15 Revised/Board Approved: June 17, 2019

BASIC FUNCTION:

Under the direction of the Vice President of —Student Services and in a multi-cultural diverse environment, plan, organize, coordinate and direct the operations and activities of the Police Department; direct law enforcement, security activity and health and safety programs; provide a safe and secure working environment for staff and students; provide protection to District facilities and property; supervise and evaluate the performance of assigned staff including Police Academy staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the operations and activities of the Police Department; direct law enforcement, security activity and health and safety programs; provide a safe and secure working environment for staff and students; provide protection to District facilities and property.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop work schedules to provide for maximum police services.

Develop and prepare the Police Department, budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, approve and purchase equipment as needed.

Review crime and safety reports, and parking citation appeals and determine appropriate action; assure compliance with legal mandates.

Respond to inquiries and complaints from College personnel and the public in writing, in person or on the telephone; resolve issues or concerns in a timely and effective manner; conduct student, employee or departmental investigations as appropriate.

Administer the instructional police academy program of Administration of Justice including curriculum revision, improvement and expansion, and course offerings.

Select and supervise the faculty and personnel in the Police Academy program.

Operate various police equipment including radio communication equipment, firearms and other technical law enforcement equipment; operate a computer and other office equipment as assigned.

Maintain current knowledge of applicable provisions of the Education Code, Penal Code, Municipal Code, Safety Code, FCC and other official regulations related to the activities of the Department; review existing and pending legislation and make recommendations regarding establishing, modifying or supporting legislative measures.

Direct the preparation and maintenance of records related to Department functions and activities; maintain records of criminal activity affecting the District; maintain records related to personnel; sign legal documents as appropriate.

Attend and conduct a variety of meetings and participate on various committees as assigned.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree in administration of justice or a related field or the equivalent*; and five years of experience in law enforcement or security including one year of formal training, internship, or leadership experience related to the administrator's assignment.

Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

*Equivalency to be determined by the El Camino Community College District Board Policy 4119 - Equivalence to the Minimum Qualifications.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Modern methods of police administration.

Criminal law, investigation and crime prevention methods.

Applicable laws, policies, rules and regulations related to assigned activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Extent and limitation of police powers.

Oral and written communication skills.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Investigative techniques and practices.

Record-keeping techniques.

Abilities/Skills:

Plan, organize, coordinate and direct the activities and operations of the Police Department.

Direct law enforcement, security activity and health and safety programs.

Provide a safe and secure working environment for staff and students.

Provide protection to District facilities and property.

Supervise and evaluate the performance of assigned staff.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Plan and organize work.

Prepare and maintain accurate and detailed records and reports related to the Department.

Licenses or Other Requirements:

Possession of a certificate signifying completion of a course of training approved by the Commission on Peace Officer Standards and Training (California Penal Code, Section 832) prior to employment.

California Commission on Peace Officer Standards and Training Basic, Intermediate, Advanced and Supervisory Certificates.

Valid California driver's license.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.