STATE CENTER COMMUNITY COLLEGE DISTRICT
CHIEF OF POLICE

DEFINITION

Under direction plans, develops, organizes, supervises, and monitors the District police Department.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination.

EXAMPLES OF DUTIES

Responsibilities include planning, developing, organizing and coordinating procedures and methods of the police department and for vehicle parking and enforcement, surveying campuses to improve protective and fire safety controls and works with administration to implement changes, preparing reports regarding the effectiveness of the police program and plans for improvement and development, directing the conduct of comprehensive investigations, establishing and maintaining liaison with law enforcement agencies to prevent, control and investigate anti-social or illegal activities directed against district facilities or on district property, responsibility for the establishment and maintenance of files and records on District police matters, contacting and cooperating with the local fire department in the prevention, control and investigation of arson, developing training programs for all college police personnel, responsibility for special investigative and protective duties, including those related to the physical safety of persons on district property, coordinating district’s role in Homeland Security concerns and events, attending and participating in hearings or trials of suspects, assisting in orienting district personnel regarding security measures, representing the department in the handling of problems, complaints, or grievances, developing the department budget, evaluating and disciplining of police personnel. Performs other duties as assigned.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree in police science, criminology or a related area and possess Advanced and Supervisory POST Certification.

Experience: Extensive experience in supervisory law enforcement with a rank of Sergeant or above.

Knowledge and Abilities: Knowledge of law enforcement procedures and applicable laws, codes, ordinances, rules and regulations; administration of Public Safety Officer’s Bill of Rights; police strategy and methods; property protection measures; criminal law and rules of evidence; police administration; budget and equipment management. Skill to formulate departmental procedures; coordinate police functions with administration and outside law enforcement agencies; plan and implement training programs for police personnel; and make quick decisions in emergencies. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.