



CHIEF OF POLICE

DEPARTMENT: District Police
COLLEGE: Central Services
SALARY GRADE: [A2/A3 - K](#)

POSITION PURPOSE:

Reporting to the Vice Chancellor of Business Services, plan, organize, coordinate and direct the District Police operation in all areas of law enforcement services to insure the safety and security of employees and students in a safe working and learning environment.

NATURE and SCOPE:

The Chief of Police supervises the Communications Supervisor, Supervisor of Student Officers, Community Service Officers, and casual positions.

This position is responsible for developing department budgets for District Police, and determining the allocation of department approval; presenting budget proposals and obtaining all necessary approvals; developing department public safety procedures and prioritizing public safety issues; developing and implementing campus-wide crime prevention programs and on-campus emergency response and recovery plans; and selecting alarm systems equipment lock downs, etc.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Serve as Chief of Police for the district; and serve as liaison to other public safety organizations.
2. Direct, monitor, review and evaluate Police and Security Services functions and activities including traffic and parking management as well as the maintenance of building and equipment security for the colleges and Central Services.
3. Plan, organize, coordinate and direct the District's Emergency Response and Preparedness Plan.
4. Work with Plant Services staff on hazardous material safety and environmental audits to assure compliance with state and federal regulations.
5. Plan, organize, coordinate and direct the District Police and Security Services operation including the determination of operational policies, guidelines, and priorities.
6. Coordinate Foothill and De Anza police, safety and security operations to maximize services throughout the District. Develop safety and security measures that are sensitive and responsive to the rich cultural diversity in the District.
7. Plan, organize and develop Safety and Security budget; ensure adherence to cost beneficial operations.
8. Review legislative changes and legal mandates for implementation to ensure District compliance with environmental health and safety programs; chair the District Safety Committee.
9. Coordinate with Plant Services on the Hazardous Material Program and the evaluation of health and environmental issues; formulate compliance strategies and solutions.
10. Maintain liaison with agencies providing assistance in the event of a natural disaster; coordinate disaster planning district-wide.

11. Work with District administrators to develop and present appropriate training in safety, security, disaster preparedness and other related topics for employees.
12. Assist in the conduct of investigations and the preparation of reports and recommendations regarding theft, building security, parking, safety and related issues and concern. Ensure currency in all licenses and certifications required for authorized safety and security operations.
13. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety, security and police services operation.
2. Legal mandates, policies, regulations and operating procedures related to community college safety, security and police services.
3. Practices, procedures, techniques and strategies for determining operational effectiveness.
4. Police Services operational safety standards and law enforcement standards of conduct and ethics.
5. Principles and practices of disaster and emergency response.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively with a very diverse student and employee population.
3. Respond effectively and sensitively to incidents involving students, employees and community members in a diverse multicultural environment.
4. Integrate and maximize the resources of safety, security and emergency.

Education and Experience:

1. Bachelor's degree or an equivalent combination of education and experience from which similar knowledge, skills and ability may be acquired.
2. Possess a California POST Supervisory certificate, or agree to complete all requirements to receive the certification within 12 months from the appointment to the position.

Preferred Qualifications:

1. Master's degree from an accredited institution in a related field.
2. Successful completion of the POST Command College or F.B.I. Academy programs.
3. Five years of increasingly responsible experience in law enforcement, including one year in a supervisor position.
4. Experience in community service with diverse population groups.
5. California POST Specialized Management Certificate

WORKING CONDITIONS:

Environment:

1. Subject to physical confrontations when apprehending perpetrators and traveling to various locations to conduct work

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.

3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: Revised: June 2015; July 2019

Ed Code: H-11

Creditable Service: PERS