



TRAINING AND COMMUNITY RELATIONS SUPERVISOR

SALARY GRADE: [C4-72](#)

DEFINITION:

Under the direction of the Chief of Police, and in cooperation with other district and campus-based personnel, the position is responsible for developing, planning, coordinating, and administering the district police training, professional development, outreach programs, external communications, and public information functions. The position develops strategies and supports organization initiatives for advancing Police services, programs, and support. The position provides leadership and oversight on special projects in collaboration with the Chief of Police and will provide supervision for individuals assigned to the special projects.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Develop, implement, plan, and coordinate department training and professional development. Manage Mark43 system, POST compliance, audits, and EDI records management to meet statutory mandates and ensures compliance with the California Public Records Act. Manage development and updates for the Field Officer Training Manual and Program.
2. Determine individual and organizational training needs and development. Develop, plan, coordinate, and administer special training plans and programs for staff and police officers, both in person and virtually.
3. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Participate in the development and implementation of policies, procedures, and action plans for administering internal and external communications, public relations, legislative affairs, and public information programs. Utilize the most current public safety practices, issues, trends, legislative changes and technology that may affect law enforcement.
9. Develop, plan, coordinate, and manage of communication strategies. Promote processes for consistent and transparent communication to support an informed, cohesive, and engaged department and community.
10. Anticipate and respond to questions and concerns from the public regarding programs, services and issues; provide information as requested in accordance with federal, state and local laws. Support the Police Chief with public information in coordination with District PIO or others. Serve as a liaison between the FHDAPD and members of the media in coordination with District and College PIOs.

11. Develop, design, and publish all statutorily required annual and monthly reports and updates, including CLERY and RIPA reports. Review, assist and/or administer with content creation department reports.
12. Provide strategic leadership in media relations and crisis communications in addition to communications advice and counsel to department leadership and personnel. Coordinate and assist with management of the emergency notification system and other RAVE features.
13. Take photographs of various events and occasions; oversee writing, design, and printing functions; produce video and multimedia programs as needed.
14. Develop, plan, coordinate, and administer community outreach initiatives, programs, and events with the goal of building support for FHDAPD's programs and services. Create opportunities for engagement and collaboration.
15. Coordinate and participate in public meetings, town halls and educational forums to enhance understanding, assist with educating, and promote department services. Initiating and developing collaborative relationships with new stakeholders, including students, faculty, staff, and advocacy groups.
16. Develop, administer, and publish organization data analysis and metrics. Assist, evaluate, negotiate, and recommend various formal and informal vendors, contracts, and acquisitions. Prepares documents, analysis and proposals of vendors and contractors.
17. Review and evaluate potential grants and funding sources. Provide information and assistance regarding budgets, administration, and compliance. Provide information and assistance regarding budgets, administration, and compliance.
18. Work cohesively as a team and trusted partner.
19. Understanding of both law enforcement and college initiatives to incorporate high-level goals into department strategies. Leverage experience and best practices to design scalable programs, resources, processes, and tools.
20. Assists in the preparation of grant applications and reporting to funding organizations.
21. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Program development and evaluation.
2. Techniques of organizing, presenting to and motivating groups.
3. Effective training tools and learning development.
4. Methods of administrative problem solving.
5. Principles of organization and administrative, program management and techniques.
6. Community outreach methods and procedures.
7. Training management software, SaaS, and web-based hosted software.
8. Intermediate to advanced user of computer applications; Microsoft Office, spreadsheets, data base management, presentations, and email software.
9. Integrated law enforcement software (Records Management System (RIMS), Lexipol, POST EDI and LP preferred).

Ability to:

1. Demonstrate 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. Display strong interpersonal, verbal, written communication and collaborative skills.
3. Work both independently and collaborate successfully with teams.
4. Plan, organize, control, and evaluate programs.
5. Manage initiatives, collect, and analyze data.
6. Speak effectively in public.
7. Establish and maintain objectives, priorities, and policies.
8. Creative problem solving to meet various objectives.
9. Understand, be sensitive 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.
10. Establish and maintain cooperative and effective working relationships with others.
11. Manage projects, problem solve, facilitate group meetings, and coordinate projects.
12. Meet schedules and time lines.
13. Learn new ideas, procedures, processes, and computer software.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree from an accredited college or university in a related field.
2. Five (5) years or more years of professional-level experience in a similar setting.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 10 lbs.

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