

## College of the Redwoods

## Position Description

Position: Chief of Police / Director of Public Safety Training	Position Number:
Department: Police Department	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 134

### Summary

Under the direction of the President/Superintendent the Chief of Police will plan, organize and direct the daily operations of District Police and District parking services; ensure safety of District facilities; ensure accuracy and thoroughness of police officer reports; oversee and evaluate the disaster/emergency preparedness plans and training; supervise and evaluate the performance of assigned staff. Provides leadership and planning for emergency response, campus law enforcement and College sponsored training centers.

Plans, organizes, and coordinates services for the operations and activities of the Public Safety Training Center including the Law Enforcement Academy, Fire Academy, Paramedic and EMT Programs.

### Essential Duties and Responsibilities

- Establish the direction and leadership of Police Department programs; maintain liaisons with other administrators; coordinate Police Department activities with other District departments and education centers; maintains continuity and consistency of all department functions; interface with District administration; develop and maintain positive relationships with the campus community; participate in campus affairs.
- Supervise and evaluate the performance of assigned staff; provide a favorable work environment; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; identify training needs and schedule appropriate specialized trainings and professional recertification as necessary; invest and develop staff to meet needs of employee development plan; respond to needs of personnel and collaborate with human resources, union representatives or other departments to resolve issues and complains.
- Implement a positive “Community Policing” program within the campus; encourage the faculty, staff and students to help prevent crime by providing advice, giving talks in classrooms and service organizations, encouraging classroom watch groups, and a variety of other techniques; Increased use of foot or bicycle patrols on campus. Increased officer accountability to the people they are serving; creating teams of staff to carry out campus policing in designated areas; develop clear communication between the police and the campus about their objectives and strategies; develop partnerships with other organizations such as government agencies, community members, nonprofit service providers, private businesses and the media.
- Oversee and evaluate the District’s disaster/emergency preparedness plans and training; serve as chair to the District emergency preparedness team; participate as a member in crisis intervention and response teams; ensure compliance with Federal and State preparedness requirements; respond to emergencies on District premises, providing control and assistance in coordinating emergency staff;

coordinate emergency services provided by external agencies in compliance with District policies and procedures.

- Maintain compliance with the reporting requirements of the State of California and the Federal Clery Campus Security Act. Maintain daily occurrence log of crimes and arrests.
- Provide appropriate direction and coordination of investigations that may involve other law enforcement and criminal justice agencies; prepare and/or ensure accuracy and thoroughness of police officer reports; determine the necessity of potential follow-up investigations; ensure distribution of documents and reports to appropriate departments and agencies.
- Maintain familiarity with District-wide policies and procedures; maintain 24/7 “on-call” status in order to respond to campus emergencies and to coordinate the law enforcement and multi-agency public safety response.
- Participate in community networking, District shared governance groups and public service activities; maintain partnerships and cooperation with external organizations in the community to enhance public safety mission goals and objectives.
- Oversee patrols of District grounds and facilities; respond to service calls; conduct traffic stops and issue traffic and parking citations; enforce District, county, State and Federal laws, rules, regulations and policies.
- Review appeal forms submitted by recipients of parking enforcement citations; review citations issued for accuracy and legibility; determine validity of the appeal and take appropriate action.
- Develop and prepare the Police Department budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities.
- Ensures compliance with all regulations of the California Commission on Peace Officer Standards and Training (POST) for all sworn and non-sworn personnel; ensures that all programs, services and functions comply with Federal, State and local codes, rules, regulations, ordinances and District policies and procedures; assures that the enforcement function is performed in accordance with current federal, state, and local codes, laws, and regulations and in keeping with all relevant court decisions.
- Establishes and maintains effective communication between the Police Department and other campus departments to ensure community input and to assess the perception of the operations of the department.
- Participates in/on a variety of committees, task forces, meetings, and/or other related groups in order to receive and/or convey information; represents the District in the local community and at city, county, regional, state, and national levels.
- Maintains current knowledge of new developments and innovations in the Police Department; recommends changes to maintain relevance of programs and meet student and community needs.
- Maintain compliance with P.O.S.T. regulations and requirements.
- Collaborates with internal departments and external agencies to evaluate and interpret federal, state, and local regulations, policies, and procedures, evaluating needs, options, and funding requirements.
- Administers the instructional police academy program including curriculum revision, improvement and expansion, and the sequence of course offerings leading to certificates and degrees for administration of justice, police, corrections, paramedic/EMT program and private security.
- Develops and advances emergency response initiatives and programs. Directs and prepares education and response plans for College staff as well as the training center for policing, emergency planning, and continuing professional development.

Develops and facilitates the Academy's advisory board(s), contributing to maintaining up-to-date programs.

- Develops and prepares the budgets for the Police Academy, campus law enforcement, Paramedic/EMT Program, training centers, and emergency planning. Analyzes and reviews budget and financial data. Monitors and authorizes expenditures within policy. Reviews, approve, and purchases equipment.
- Cultivates and maintains positive and collaborative work relationships internally with the credit and noncredit instructional areas and externally with funding agencies, community and business leaders, and key federal, state and local agencies and institutions.
- Establishes measures of program outcomes, analyzes results, and implements program improvements and enhancements including those for new capacity and training. Establishes standards for students and staff on ethics, professionalism, and discipline.
- Integrates and sequences instructional curriculum, delivery, and practicum to correlate with degree and certificate timelines. Manages instructional methods, testing, and training, and oversight of activities for certification compliance.
- Responds to inquiries and complaints from College personnel and the public. Documents, conducts investigations, and resolve issues or concerns in a timely and effective manner.
- Participates in the hire of all levels of staff. Assigns work and schedules, and conducts performance evaluation of the instructors, program coordinators, training officers, and staff.
- Maintains current knowledge of applicable provisions of the Education Code, and penal, municipal, safety and other codes and regulations.
- Attends consortiums, mandated training for new Directors and Coordinators, and workshops designed to maintain certifications and compliance with police standards.
- Oversees the activities and strategies for ensuring student engagement and success. Conversely, will direct and contribute to student discipline and disqualification procedures.
- Reviews crime, parking infraction, and campus safety reports. Adjudicates, determines the appropriate action, and handles appeals in compliance with legal mandates and policy.
- Perform other duties as assigned that support the objectives of the position.

## **Qualifications**

### **Knowledge and Skills**

- Planning, organization and direction of the law enforcement and security activities of the college.
- Principles and practices of administration, supervision and training.
- Applicable sections of policies, procedures, regulations, codes and laws related to District law enforcement and security.
- Investigation techniques and procedures.
- Operation of specialized law enforcement tools, equipment and vehicles.
- Oral and written communication skills.
- Budget preparation, principles and practices.
- Interpersonal skills using tact, patience and courtesy.

- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Administrative methods and procedures relevant to police department operations.
- Basic research methods and report writing techniques.
- Public relations principles, including the use of tact, patience and courtesy.
- Applicable federal, state and local codes, laws and regulations and policies including laws of arrest, patrol procedures, legal rights of citizens, report writing, field interrogations, traffic investigations, court procedures and rules of evidence.
- Applicable sections of the California Education Code, Government Code, Vehicle Code, and Penal Code; search and seizure laws; and juvenile law.
- Law enforcement compliance issues relevant to a community college campus.
- The position requires specialized professional knowledge of modern methods of police administration and service delivery. Requires working knowledge of pertinent sections of the Education Code, criminal law, investigation, and crime prevention methods. Requires working knowledge of instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments within Police academy and standards training programs. Requires working knowledge of the operational characteristics and activities of a police academy and of basic and advanced training programs. Requires working knowledge of the theory, practices and principles of personnel management. Requires well-developed communication skills to make formal presentations to advisory and policy boards, to convey technical concepts, and optimize the efforts of assigned staff.

### **Abilities**

- Ability to carry out all responsibilities of the position.
- Ability to prepare and manage departmental budget.
- Supervise, train and direct the work of others.
- Utilize a computer and related software applications.
- Analyze and troubleshoot difficult situations accurately and adopting an effective course of action.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret complex data and information.
- Communicate clearly and concisely, both orally and in writing.
- Mediate difficult and/or hostile persons and situations.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Compile and organize data from a variety of sources.
- Maintain accurate and complete records.
- Maintain confidentiality and exercising discretion.
- Read, interpret, apply, and explain rules, regulations, policies and procedures relevant to police department operations.
- Plan, develop, and evaluate programs, and activities of a police department.
- Speak in public.
- Evaluate recommendations for program improvements and/or new program efforts and make appropriate determinations on applicability.
- Develop and administer goals, objectives, and procedures.
- Take command in emergency situations.
- Prepare criminal cases for prosecution.

- Testify effectively in court.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Comply with the Law Enforcement Code of Ethics.
- Conduct in-depth interviews and interrogations.
- Operate a variety of equipment related to law enforcement, including emergency alarm systems, two-way radios, cameras, and copiers.
- Analyze situations accurately and adopting effective courses of action.
- Work independently with little direction.
- Prepare reports by compiling and organizing data from a variety of sources.
- Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet well-defined schedules and timelines. Requires the ability to communicate technical information and to interact with administrators, board members, staff, and outside agency representatives.
- Must be able to lead and participate in the development of programs and systems within the operational goals of College and the department. Should be able to do long range forecasting in order to determine program and equipment needs. Requires the ability to organize, supervise, train, evaluate and motivate an efficient staff.

### **Physical Abilities**

Indoor and outdoor environment; subject to working during evening and weekend hours; responsibilities require maintaining 24/7 on-call status; work involves potentially dangerous situations, contact with hostile or abusive individuals and responding to emergencies, potentially using firearms and other police-issued weapons or tools; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions. Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students. Contact with dissatisfied or abusive individuals.

### **Education and Experience**

The position requires a Bachelor's degree in administration of justice or equivalent major, and six years of progressively responsible law enforcement experience, with at least two years supervising sworn personnel. Management experience in a P.O.S.T. participating, law enforcement agency may substitute for educational experience.

### **Licenses and Certificates**

- A valid CA driver's license.
- Graduation from P.O.S.T. Basic Academy and Basic P.O.S.T. certificate.
- Valid First Aid/CPR and AED license issued by an authorized agency, or ability to obtain within 1 year of appointment.
- Valid P.O.S.T. Supervisory or Management certificate.