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Los Rios Community College District

Chief of Police

Job Posting Number: AE00045P

Salary: \$137,315 annually

Closing Date: 08/15/2017

Complete job description and application available online at: <http://jobs.losrios.edu/postings/5118>

Position Summary

Under the direction of the Vice Chancellor of Finance and Administration, the Chief of Police oversees the activities and operations of the Los Rios Community College District Police Department including safety and security services at each campus and all District locations to preserve order, prevent crime, protect life and property, and enforce laws and regulations in accordance with the laws of the State of California and District Policy and Regulations relating to public safety and welfare. The Chief of Police also serves as a liaison to local law enforcement and emergency service agencies.

Assignment Responsibilities

Typical duties may include, but are not limited to:

- Overseeing the daily operations, planning, and staffing of the District Police Department.
- Developing, planning, organizing, directing and providing leadership to all areas of responsibility.
- Working collaboratively with external law enforcement and emergency management agencies on a continuous basis.
- Working closely with Facilities Management in matters pertaining to hazardous material management as necessary.
- Coordinating with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns.
- Ensuring compliance with requirements for selection and training of sworn personnel.
- Remaining current on developments and best practices within the law enforcement field.
- Developing and implementing District Emergency Preparedness Plan; monitoring and evaluating for effectiveness and implementing changes as necessary.
- Developing policies and procedures that are consistent with District goals; assuring compliance with District rules, and local, state, and federal laws.
- Planning, developing, implementing, and managing district parking and enforcement program.
- Keeping abreast of pertinent joint programs of crime prevention and law enforcement activities
- Maintaining qualifications at firearms range, with all department issued or approved personal weapons.
- Reviewing and implementing federal, state, and local statutes and regulations pertaining to crime, public safety, campus safety, emergency preparedness, workplace violence prevention, and police operations.
- Developing and managing department budget.
- Pursuing, developing, implementing, and promoting related grants and contracts appropriate to campus public safety programs.
- Ensuring that investigations regarding campus incidents are conducted as required and follow-up is completed.
- Working and conferring closely and cooperatively with the Chancellor's Office, College Presidents, and legal counsel on confidential and sensitive matters pertaining to District safety, and directing confidential investigations as required.
- Overseeing, planning, responding to, and implementing findings of annual audits, to ensure compliance of District rules, and local, state, and federal laws.
- Managing and coordinating police vehicle fleet, specialized police equipment, radios, weapons, and computers.
- Performing field duties and assisting staff with critical incidents and major investigations as needed.
- Developing, managing, and leading high-functioning work teams and supervisors
- Attending meetings, workshops, seminars, and conferences to receive and provide information to the District.
- Providing outreach to the community.
- Serving on or chairing councils and committees as assigned.
- Demonstrating leadership in law enforcement management.
- Interpreting, explaining, and applying laws, rules, and regulations.
- Working independently with little direction.
- Working with sensitive and confidential issues and materials.
- Exhibiting care in the operation and maintenance of firearms and other modern police equipment.
- Developing and implementing short and long-term plans and procedures in support of efficient, effective public safety operations.
- Analyzing problems and applying appropriate problem-solving and decision-making skills.
- Maintaining accurate and complete records.
- Developing and maintaining the district-wide college police operational manual and General Orders.
- Providing technical expertise, information, and assistance to the colleges and District regarding safety and security programs, to ensure a safe and efficient environment for staff, students, and the public.
- Administering the centralized video surveillance system.
- Administering the centralized Communications Center for POST compliance.

- Coordinating the Continued Professional Training (CPT) of all assigned personnel in accordance with California Peace Officer Standards and Training (POST) mandates.
- Coordinating the facilitation of a Community Oriented Policing (COP) approach to law enforcement.
- Participating in the interview process of potential candidates for employment and recommending candidates for employment.
- Recommending transfers, reassignments, and disciplinary actions as appropriate.
- Directing the preparation and maintenance of a variety of narrative and statistical reports, including reports required under the Clery Act.
- Responsible for establishing and maintaining files and records on District police matters.
- Receiving and directing the investigation of citizen inquiries and complaints regarding department personnel or procedures.
- Willingness to work flexible hours, including some evenings, weekends, and holidays.
- Performing other related duties as assigned.

The incumbent should possess the ability to learn or have knowledge of:

- Modern methods of police administration, particularly in a higher education setting.
- Criminal law, investigation, community policing and crime prevention principles and techniques.
- Applicable provisions of the Education Code, Penal Code, Municipal Code, Safety Code, Federal Communications Commission (FCC), and other official regulations related to the activities of the department.
- Laws, rules, and regulations pertaining to POST and police operations, including but not limited to, the Clery Act, Violence Against Women's Act, Title V, Title IX and the Americans with Disability Act (ADA), Peace Officers Bill of Rights.
- Collective bargaining contracts.
- Principles and practices of management, administration, supervision, and training.
- Budget preparation and control.
- Criminal and civil investigations, internal affairs investigations, police background investigations and administrative investigations principles, practices and techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Extent and limitations of police powers.
- Effective emergency management and services.
- Large and high-profile special event planning.
- Grant proposals.
- Legal mandates, policies, regulations, and operational procedures pertaining to a community college police department.
- Materials, tools, equipment, and practices used in public safety operations.
- Structure, functions, and inter-relationships of state and local law enforcement and emergency agencies.
- The operations of a Community College/multi-college district.

The department maintains a focus on:

- Supporting the District in achieving its mission, vision, and strategic goals as appropriate in carrying out the duties of this position.
- Student success, service excellence, and assisting colleagues as needed.
- Ensuring effective and professional customer service from all Public Safety employees.
- Learning and engaging information technology related to security projects.
- Effectively communicating to the public.

Minimum Qualifications

1. Have a bachelor's degree in Criminal Justice, Police Science, Public Administration, or a related field from an accredited institution completed by November 1, 2017. A master's degree is preferred.
2. Must meet and maintain all applicable Peace Officer Standards and Training (POST) certification requirements by date of hire
3. Possess a POST Management Certificate
4. Five (5) years of increasingly responsible and successful experience in law enforcement, including three years in a high-level supervisory/management capacity.
5. Possess and maintain a valid First Aid/CPR Certificate by date of hire.
6. Possess a valid California Driver's License with no suspensions or revocations in any state within the last five (5) years.
7. Must pass a thorough background investigation which includes a criminal history, psychological, and physical exam.
8. Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles.

The Los Rios Community College District is an equal opportunity employer, and does not discriminate regardless of race, color, sex, religion, age, sexual orientation, national origin, ancestry, disability, medical condition, political affiliation or belief, or marital status.