

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



CHIEF OF POLICE

**FLSA: EXEMPT
RANGE M3**

POSITION DESCRIPTION:

This position plans, coordinates, directs and supervises the daily operations and activities of the Compton Community College District Police Department, and oversee the district-wide emergency preparedness programs.

ESSENTIAL DUTIES/FUNCTIONS:

- Plans, coordinates, directs and supervises the operations, enforcement polices and activities of the Compton Community College District.
- Directs and oversees district-wide emergency preparedness to include compliance with Incident Command Systems (ICS), National Incident Management Systems (NIMS), and Standardized Emergency Management Systems (SEMS).
- Provides leadership and demonstrates by example a community-policing model for the District, including participatory governance, and other problem-solving approaches to law enforcement within the District.
- Oversees the planning, development, and implementation of District parking enforcement regulations, parking patrol schedules, and citation procedures; plans and oversees traffic control for special events and other peak traffic periods.
- Oversees the development and implementation of strategic and work planning activities; develops programs, goals, and objectives to support the mission of the department and the District.
- Upholds the District's campus policing philosophy. Ensures that campus police activities are in line with the peace officer code of ethics.
- Directs emergency response operations for major and minor incidents occurring within the jurisdiction of Campus Police.

- Serves as the responsible agent of the District to ensure the collection, analysis, and timely submission of mandated crime reporting to the public, in compliance with applicable local, state, and/or federal regulations, Clery Act, State, and Federal Uniform Crime Reporting.
- Directs the preparation, maintenance, and retention of files and records related to Campus Police functions and activities; maintains records of criminal activity affecting the District.
- Oversees the development and presentation of training and informational programs for students, faculty, and staff in the areas of emergency preparedness, and best practices for campus safety and security.
- Assists with updating and implementation of the District's Emergency Preparedness and Hazard Mitigation Plan.
- Recommends improvement in campus police and security services and related policies and regulations.
- Oversees the final selection of new Campus Police personnel, including the completion of appropriate background investigations.
- Instructs campus police and security personnel in pertinent District policies and appropriate community policing procedures; revises and maintains training manual on procedures and methods for protecting personnel, students, and facilities of the college campus.
- Evaluates, counsels, and disciplines college police department personnel as needed; ensures that police personnel meet P.O.S.T. requirements.
- Coordinates and supervises the scheduling and assignment of College Police Department personnel, students, and facilities.
- Oversees the recruitment and training for the Student Worker Police Cadets Program.
- Supervises and coordinates criminal investigations, including the interrogation of subjects, control, and appearance at hearings and trials.
- Supervises and may participate in patrol, enforcement, and providing security for events and gatherings.
- Recommends enforcement and providing security for events and gathering; recommends improvement in campus police and security services and related policy regulations.
- Reviews reports submitted by police and security personnel for accuracy, completeness, and appropriateness of action taken.
- Prepares and administers the police department budget; prepares recommendations and justifications regarding budget requests; authorizes expenditures according to District policies.
- Prepares, submits, and presents special statistical and narrative reports to the Board of Trustees, President/Chief Executive Officer, and senior management staff as required.
- Performs other related duties as assigned or requests

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION:

Supervision Received: The position in this classification receives general direction from the Vice President of Student Services.

Supervision Exercised: This position exercises general supervision over a Community College, the Community College Police Sergeants, Community College Police Officers, Police Dispatchers, and administrative support staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of Administration of Justice and organization.
- Law enforcement procedures, police methodology, and preventive security measures within a higher education environment.
- Applicable federal, state, city, and county laws, rules, and regulations, including laws of search, seizure, and arrest, legal rights of citizens, court procedures, and rules of evidence.
- Proper use and care of firearms.
- Standardized Emergency Management Systems (ICS [Incident Command System], NIMS, SEMS).
- Principles and practices of community policing programs.
- Principles, practices, and techniques for criminal and civil investigations, internal affairs investigations, and police background investigations, and administrative investigations.
- Training and certification requirements for law enforcement officers and support staff in compliance with State and Federal statutes.
- Administration of Public Safety Officer's Bill of Rights Crowd control and vehicle control procedures.
- Recent court decision affecting police work.
- Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action.
- Participatory governance, committee leadership, and other community college governance processes.

ABILITY TO:

- Plan, organize, direct, and manage on a District level the operations of a campus police department, including hiring, evaluating, and disciplining employees.
- Train and manage personnel according to P.O.S.T. mandates and accepted law enforcement methods and the principles of community policing.
- Analyze, interpret, and enforce federal/state/local laws, rules, and regulations.
- Analyze situations accurately and adopt an effective course of action.

- Establish and maintain cooperative working relationships with other staff, faculty, administrators, managers, students, and all additional components of the District community and the public, including the media.
- Interrogate suspects and interview complainants and witnesses; conduct confidential criminal and civil investigations.
- Recognize drug or alcoholic induced behavior, criminal activity, dangerous or threatening behavior, and violations of federal/state/local laws and District policies.
- Speak, write, and present policies, procedures, reports, and presentations effectively, in court, and to the public, District management, and the media.
- Set priorities, manage time, and work in a fast-paced and busy environment with multiple tasks and interruptions.
- Make quick decisions in emergencies.
- Direct investigations, make arrests, file criminal complaints, detect, and prevent criminal activity.
- Recommend improvements in department operations and changes in policies and procedures.
- Prepare clear, concise, and comprehensive verbal and statistical reports.
- Maintain focus and emotional control in stressful and threatening situations.

Commitment to inclusion and global diversity, including but not limited to race, sex, religion, ethnicity, sexual orientation, gender identity, gender expression, socioeconomic status, veteran status, and disability.

MINIMUM QUALIFICATIONS:

EDUCATION REQUIREMENT:

- Master's Degree in Criminal Justice, Psychology, Sociology, or a closely related field.

EXPERIENCE REQUIREMENT:

- Five (5) years of recent public law enforcement and investigative experience, which includes two (2) years in a supervisory capacity at or above the level of police sergeant.

EDUCATION/EXPERIENCE EQUIVALENCY:

- Experience and/or education of the same kind, level, and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

DESIRABLE QUALIFICATIONS:

- Knowledge of campus Law Enforcement
- Familiarization with Clery Act, Title 9, Title 5, Student Success Act
- Knowledge and ability to build a campus police department from the ground up.
- Law Enforcement Budgeting experience

LICENSE AND/OR CERTIFICATION:

- Satisfactory completion of a P.O.S.T. supervisory training course
- Valid Class C California Driver's License

- Must be able to successfully pass all California P.O.S.T. peace officer pre-employment requirements to include Background, Psychological and Medical examinations.
- Successful completion of a P.O.S.T. Executive Certificate required within two (2) year after appointment.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

PHYSICAL DEMANDS

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle (including motorcycles), on a bicycle, and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and /or others weighing 150 pounds or more. May be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, and ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.