

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



**CHIEF OF POLICE**

**July 2018**

**FLSA: EXEMPT PER CALIFORNIA EDUCATION CODE §§ 88026 – 88030**

**DEFINITION**

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Compton Community College District Police Department, including patrol, parking enforcement, investigations, and support services; coordinates assigned activities with other District departments, divisions, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Student Services and other District administrative staff in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President, Student Services, and is ultimately under the supervision of the District's President/Chief Executive Officer. The Chief of Police exercises general direction and supervision over, Police Department administrators and supervisors, sworn officers, technical, clerical staff and cadets, through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This is a Department Director classification that oversees, directs, and participates in all activities of the Police Department, including all aspect of College and District safety and security activities, short- and long-range planning, development, and administration. This class provides assistance to the Vice President, Student Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of an elected Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The class is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. The position allows for a high degree of administrative discretion in its execution.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Police Department; establishes, within District policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, vehicles, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Represents the Police Department to other District departments, the Board of Trustees, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations, including those prompted by public inquiries or complaints; responds to public inquiries and complaints and assists with resolutions; recommends modifications to programs, policies, and procedures as appropriate.
- Manages critical incidents, implements emergency protocols in response to major crimes; oversees investigations and ensures proper reporting related to the apprehension and arrest of violators; directs the preparation, maintenance, and publication of a variety of narrative and statistical reports, including reports required under the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act.")
- Coordinates and manages public safety vehicle fleet and specialized public safety equipment.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high-profile or complex investigations.
- Monitors legal, regulatory, technological, and societal changes that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Confers with the District administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community expectations and needs.
- Provides effective professional liaison between the Police Department and the general public to ensure the promotion of goodwill, cooperation, and open communications between the department and the community at large.
- Serves as a spokesperson for the Public Safety Department at events, meetings, and other activities; makes presentations to the Board of Trustees and a variety of other boards and commissions.
- Participates in a variety of boards, commissions, and professional group meetings.
- Evaluates major incidents or situations and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated management in a timely and efficient manner as required.
- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including call

back of personnel and equipment resources, providing active management of emergencies and disasters utilizing District's emergency action and participating in organizing, planning and practicing EMS training.

- Attends and participates in professional group meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments, trends, and innovations in the field of law enforcement.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Student Services or District Board.
- Maintains and directs the maintenance of working and official departmental files related to security and safety data and information.
- Monitors changes in laws, regulations and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- May be required to perform general police activities.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and liberty.
- Administrative principles and practices, including goal setting and program development,
- Public agency budgetary, contract administration, District-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes, court decisions and regulations concerning the operation of a college campus Police department.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of college campus administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Technical, legal, financial, and public relations problems associated with the management of college Police programs.
- Record keeping principles and procedures.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
- Investigation and identification techniques and equipment.
- Recent and on-going developments, current literature, and sources of information related to the operations of a Police department.
- Safety practices and equipment related to the work.
- Modern office practices, methods and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the students, faculty, and staff, in person and over the telephone, often when relations may be confrontational or stressed.

**Ability to:**

- 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.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, and technical personnel; delegate authority and responsibility.
- Select, motivate and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of District programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, individuals, and professional, regulatory and legislative organizations.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Identify and be responsive to community issues, concerns, and needs.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Review situations accurately and determine appropriate course of action using judgment to make sound, independent decisions in emergency situations, according to established policies and procedures.
- Understand scope of authority in making independent decisions.
- Organize work, set priorities, meet critical time deadlines, and follow up on assignments.
- Effectively use modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain positive and effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to a Master's degree from an accredited college or university with major coursework in security management, law enforcement, or a related field, and five (5) years of mid-management level (Sergeant or equivalent thereof or higher) experience in law enforcement, including two (2) years of management level experience (Lieutenant or equivalent thereof or higher).

**License:**

- Must possess and maintain a valid California Driver's License.
- Must possess and maintain a valid American Red Cross First Aid and CPR certification.

- Valid Basic certificate issued by the California State Commission on Peace Officer Standards and Training (POST).
- Valid Management certificate issued by POST.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various District and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Public Safety services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be able to pass a POST background investigation, physical examination, and obtain fingerprint clearance prior to beginning employment. Must pass a psychological evaluation and polygraph evaluation. Must be able to work extended or rotating shifts, weekends and holidays, or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.