

Santa Rosa Junior College



| TITLE | CLASSIFICATION | SALARY RANGE/ASSIGNMENT |
|-----------------|-------------------------|----------------------------|
| Chief of Police | Management Team Manager | Range: 14.5 Days: 224 |

JOB DESCRIPTION:

Under direction, plans, organizes, and directs the Police Department, the Administration of Justice Police Cadet Academic Training Program, the Parking and Transportation Program, and the Disaster Preparedness Program for the Sonoma County Junior College District. This includes, but is not limited to, planning, recommending and implementing policies and administrative procedures in accordance with current and applicable Federal, State, Civil Rights, and local laws and mandates.

SCOPE:

The Chief of Police; directs all activities of the position at a District level, providing police, safety, and parking and transportation services to all segments of the District. The Chief of Police works cooperatively with the Director of Human Resources in confidential, sensitive personnel matters related to employee threats and workplace violence and additionally confers with the President, Vice Presidents, and legal counsel on confidential matters pertaining to District safety. The Chief of Police oversees and manages all critical and emergency incident protocols on a District level.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Directs, oversees and supervises all management employees, and activities of the Police Department on a District level.
2. Plans, directs, and supervises the District parking and transportation programs to include budget development, oversight, and authorization of expenditures.
3. Directs, plans, implements, and instructs all aspects of the Student Cadet Academic and Training Program.
4. Serves on District committees addressing issues in parking and transportation, disaster preparedness, workplace violence prevention, crisis intervention, crime prevention and safety, and facility planning.
5. Reviews and implements Federal, State and local statutes and regulations pertaining to crime, public safety, campus safety, disaster preparedness, workplace violence prevention and police operations.
6. Serves as a liaison between the District and Federal, State and local law enforcement agencies.
7. Develops and manages general fund and categorical fund budgets.
8. Works and confers closely and cooperatively with the President, Vice Presidents, and legal counsel on confidential and sensitive matters pertaining to District safety and directs confidential investigations as required.

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9. Supervises the preparation of Federal and State reports.
10. Conducts facility evaluations and long-term facility planning relating to facility safety and parking and transportation requirements.
11. Plans, reviews and implements policies and training for District employees regarding disaster preparedness.
12. Participates in the Sonoma County Chief's Association and develops, reviews, and approves county-wide law enforcement protocols.
13. Develops, writes, submits, and presents special statistical reports, policies, and confidential reports to the Board of Trustees, President, and Vice President of Business Services as required.
14. Administers, interprets, writes, reviews, and recommends changes in District policies related to safety of people and property working, attending, visiting, or owned by the District.
15. Oversees critical incidents, implements and supervises emergency protocols and handles media relations regarding major crimes and police operations.

KNOWLEDGE OF:

1. Law enforcement operations, safety and crime prevention methods, C.O.P.P. methods, crowd control techniques, investigation procedures, federal/state/local laws and ordinances, and protocols related to police crime reporting, operations, and management.
2. Fire and safety hazards, fire equipment, intrusion systems, personal emergency systems, telecommunication systems, firearms, emergency vehicle equipment, and radio systems.
3. Classroom instruction in Administration of Justice.
4. Traffic and parking control; Citation processing system, appeal and fine collection laws and procedures, radar systems, and emergency vehicle equipment.
5. Pertinent Federal, State, City, and District laws, rules and regulations, including laws of arrest, legal rights of citizens, court procedures, rules of evidence, search and seizure, police operations, and Police Officers Bill of Rights, P.O.S.T. training, and police labor laws.
6. Principles and techniques of supervision and training, including internal affairs investigation and protocol.
7. Planning and management of budgets.
8. Threat assessment, workplace violence prevention, crime prevention, disaster preparedness, bombs/explosive devices, and critical incident protocols.
9. Criminal and civil investigations, internal affairs investigations, police background investigations, and administrative investigations principles, practices, and techniques.

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10. Firearms, ammunition, impact weapons, tasars, chemical agents, non-lethal weapons, police safety equipment, restraint devices for defensive tactics, and communication equipment; hazardous materials, and blood-borne pathogens.
11. Significant and current legislative and court decision affecting laws related to police practices, workplace violence, vehicle operations, disaster preparedness, crime reporting, drugs, and campus safety.
12. Shared-governance, committee leadership, and community college managerial and governance processes.

ABILITY TO:

1. Plan, organize, direct and supervise the operations of a police department to include hiring, training, evaluating and disciplining employees.
2. Analyze, interpret, and enforce federal/state/local laws, rules and regulations.
3. Analyze situations accurately and implement an effective course of action.
4. Train and supervise personnel according to P.O.S.T. mandates and accepted law enforcement methods and principles.
5. Speak, write, and present policies, procedures, reports, and presentations effectively, in court, to the public, media, and District community.
6. Interrogate suspects and interview complainants and witnesses, conduct confidential criminal and civil investigations, arrest and process suspects.
7. Deal courteously and effectively with students, faculty, staff, the general public and the media.
8. Recognize drug or alcoholic induced behavior, criminal activity, dangerous or threatening behavior, and violations of federal/state/local laws and District policies.
9. Establish and maintain cooperative relationships with all components of the District community and the public to include the media.
10. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree in Administration of Justice, Public Administration, Management, or closely related field.
A Master's degree is preferred.

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Experience:

Extensive, seven (7) years or more, experience as a sworn law enforcement officer. Experience in training, managing and supervising police employees is preferred Possession of an Advanced P.O.S.T. Certificate. Ability to obtain P.O.S.T. supervisory, management, and executive certificates and to pass comprehensive background, psychological, polygraph, medical, and fitness standards. Experience in a college/university police department, and demonstrated ability to work with a diverse population is highly preferred.

SUPERVISION RECEIVED:

The Chief of Police reports to the Vice President, Business Services.

SUPERVISION EXERCISED:

The Chief of Police supervises management, classified, STNC, and student staff assigned to the Police Department 24 hours per day.

Board Approved: July 16, 2008