

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHIEF OF POLICE

L136.100

BASIC FUNCTION: Under the direction of the Director of Facilities Planning and Management, directs, manages and supervises the daily operations, activities and resources of the District's Law Enforcement Department in accordance with the California Commissioner on P.O.S.T. to ensure the strict enforcement of state and local laws, codes and regulations relating to public safety, welfare and the protection of District properties. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is a classified management level position requiring a comprehensive knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, and investigative techniques and procedures. This position is a sworn, uniformed officer at all times.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Directs and supervises the public safety operations for the District; ensures the enforcement of all applicable state and local laws, codes and regulations on District premises; protects District properties and ensures public safety, health and welfare.
- *2. Trains, schedules and assigns department personnel to best accommodate the needs of the District.
- *3. Responds to, oversees and provides back up, leadership and coordination services for emergency and/or high-risk situations, including but not limited to traffic accidents, medical emergencies, crimes against persons, crimes in progress, suspicious circumstances, animal control issues, fires, bomb threats, etc.
- *4. Oversees and participates in the patrolling of District properties to assist in the determent of potential violators and/or the apprehension and arrest of violators; responds to and oversees the response to calls for service; identifies violators, issues warnings and citations, makes arrests as warranted; prepares written reports of investigations; conducts searches of persons and property and makes seizures of evidence in accordance with legal requirements.
- *5. Coordinates police activities with other District departments in an effort to achieve the District's educational mission; maintains continuity and consistency of all department functions; interfaces with District administrators and/or department directors; maintains positive relationships.
- *6. Prepares, monitors and participates in the development and administration of the department budget; participates in the forecasting of funds needed for staffing, equipment, materials and supplies; prepares budget reports as required.
- *7. Oversees, processes, reviews and evaluates the daily patrol logs, records of crimes, property, incidents, collisions and records of parking issues and violations; submits required reports to appropriate outside agencies; reports crime statistics and security information in accordance with uniform crime reporting standards and as required by the Clery Act.
- *8. Serves as the liaison for the District Police Department with other District departments and outside agencies to include local law enforcement and emergency services agencies of the surrounding communities.
- *9. Provides security for athletic events and other campus activities; enforces traffic and parking regulations; assists stranded motorists; monitors the security of campus buildings, gates, etc., and conducts routine safety inspections on grounds and facilities, etc.
- *10. Oversees the maintenance, replacement, use and operation of department equipment, supplies, vehicles and uniforms; ensures the availability of adequate and properly working equipment and vehicles at all times.
- *11. Responsible for the development and execution of operational and District wide public safety oriented plans, e.g., Disaster Preparedness Plan, Fire Prevention Plan, Workplace Violence Prevention Plan, Incident/Emergency Response Plan, Incident Command system, etc.
12. Responsible for the proper storage and disposal of the District's Lost and Found.
13. Maintains a 24/7 "on-call" status in order to respond to District emergencies and assist in the coordination of services.
14. Maintains the District's Law Enforcement Services Operations Manual.
15. Attends, participates in and serves on a variety of District staff and committee meetings as scheduled and required.
16. Performs related duties as assigned or required.

MINIMUM QUALIFICATIONS; EDUCATION AND EXPERIENCE:

- Associates Degree or the equivalent* in criminal justice, law enforcement or a related field; AND
- Two years experience in a supervisory position directly related to the duties and responsibilities of the class.

* *Education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.*

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- At time of application, applicant must possess a valid California Driver's License with no suspensions or revocations in any state within the last three years; a valid California Driver's License is to be maintained throughout duration of employment with the District; AND
- At time of application, applicant must possess a valid First Aid/CPR Certificate or the ability to obtain the certificate within 60 days from date of hire; a valid First Aid/CPR Certificate must be maintained throughout duration of employment with the District; AND
- Possess and maintain a valid California P.O.S.T. Basic Certificate; AND
- Possess and maintain a valid California P.O.S.T. Supervisory Certificate

DESIRED QUALIFICATIONS:

- A valid and current P.O.S.T. Management Certificate.
- A Bachelor's Degree in criminal justice, law enforcement or a related field.
- Four (4) years experience in a position directly related to the duties and responsibilities of the class.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of and the ability to apply District policies, rules and procedures.

Knowledge of: the principles and practices of law enforcement, security, program development and administration; pertinent federal, state and local laws, codes and regulations including Vehicle Code, Penal Code and Education Code as well as all laws pertaining to crime reporting, victim's rights and public disclosure, including the Clery Act; the principles and practices of organization, planning, management and supervision appropriate for a college public safety department; modern office management methods and technology; proper report preparation and writing; record keeping; proper filing techniques; budget preparation and administration; supervisory and managerial concepts and principles; the materials, tools, equipment and practices used in public safety operations; applicable safety methods associated with department equipment and activities; the structure, functions and inter-relationships of state and local law enforcement agencies

Ability to: enforce all laws and ordinances pertaining to the specific responsibilities of the position; ensure compliance with all laws, regulations and policies through effective supervision and leadership; supervise, manage, direct, train and evaluate department employees; plan and coordinate the most effective use of staff, facilities and resources to achieve department goals and a safe campus environment; work under stressful or dangerous conditions, often involving considerable personal risk or risk to others; communicate professionally in confrontational situations; provide immediate first aid in emergency situations as a California Peace Officer; motivate employees; plan and implement effective safety procedures for department; develop and implement various short- and long-term plans and procedures in support of efficient, effective public safety operations; ensure effective, courteous customer service from employees supervised; communicate well, both orally and in writing; analyze problems and apply appropriate problem-solving and decision-making skills; work independently with limited supervision; make sound, educated decisions; utilize computers for communications and to perform advanced-level document production; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; compile and use financial data in the preparation of department budget; maintain records accurately and completely; effectively carry and use a firearm; ensure the safe use and maintenance of public safety equipment, including firearms, less than lethal instruments, emergency vehicles and communications equipment; comply with the Law Enforcement Code of Ethics.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to subordinate staff.

PHYSICAL EFFORT:

Tasks may involve frequent walking and standing; some lifting and carrying of objects of moderate weight (30-50 pounds); the operation of vehicles, firearms and other equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and productive operations; making physical arrests; keeping the peace that may require physical interdictions.

CONTACTS:

All classifications of faculty, staff and administrators at Butte College; students; law enforcement agencies; emergency service agencies; vendors; regulatory agencies; off-campus groups; general public; training organizations and representatives.

WORKING CONDITIONS:

Tasks require occasional exposure to violent situations, traffic hazards, extreme weather conditions, chemical or health hazards, loud noises, and equipment hazards.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.