Cerritos College

Position Description

| Position: Captain, Campus Police Services | Salary Grade: 17 |

Summary

Plans, organizes, and supervises campus police services, serving as the department administrator/manager in the absence of the Chief of Campus Police Services.

Distinguishing Career Features

Reports to the Chief, Campus Police Services and is responsible for day-to-day supervision of departmental activities and special functions as assigned. The position requires management competency to assist the Chief in law enforcement and crime prevention work. Assures Department compliance with California P.O.S.T., federal, state, and District requirements, policies, procedures, regulations, and laws.

Essential Duties and Responsibilities

- Participate and assist the Chief to plan, coordinate and administer the development of Campus Police Services operations, and policies and procedures.
- Coordinate, develop, prepare and present periodic reports and external audits for California P.O.S.T., C.L.E.T.S., the Departments of Education and Justice; and District emergency preparedness including SEMS, NIMS, and CERT as well as other groups and organizations.
- Plan, design and implement work schedules and staff development activities of assigned personnel in order to provide security and police services to the College community and facilities.
- Participate in the planning, development, implementation and management of the Campus Police Services department budget as assigned.
- Prepare, supervise, and direct work schedules; conduct inspections for conformance to dress and uniform codes.
- Plan, coordinate, and supervise surveillance, patrol, dispatch, and office clerical activities. Authorize expenditures, staffing adjustments, and make appropriate administrative decisions regarding department operations.
- Assign, monitor, and evaluate work performance of subordinate staff. Plan, coordinate, and conduct evaluations and disciplinary action.
- Supervise the parking and traffic control programs including ensuring adequate patrolling of parking lots, roadways, and pedestrian walkways. Oversee and issue citations for parking and motor vehicle violations.
- As assigned, perform the duties and responsibilities of the Chief of Campus Police Services in the absence of, or in coordination with, the Chief.
- Participate in the administration and compliance with collective bargaining agreements, Board Policies, Administrative Procedures, and the Campus Police Services Department Policy Manual.
- Respond to crime and accident scenes. Supervise and participate in investigations.
- Oversee collection and preservation of evidence and disseminate criminal intelligence to
other agencies.

- Participate in the screening of and recommend selection of assigned personnel.
- Assist with, plan, and oversee or facilitate training programs on the various campus police activities. Assist in coordinating police activities with other campus organization units and with outside agencies.
- Represent the College and/or department at designated campus, community and law enforcement activities and events.
- Respond to requests for information and complaints. Follow up with response, referral, or other written communication.
- Participate in establishing and maintaining community partnerships, attending events and interacting with community organizations. Perform the duties of a watch commander of Campus Police Services Officers as assigned.
- Participate on committees, task forces, and in special assignments.
- Supervise, motivate, train, and evaluate assigned personnel to provide high quality of service.
- Ensure accuracy of print and online publications related to the area of responsibility.
- Maintain currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

**Qualifications**

- **Knowledge and Skills**

  The position requires professional knowledge of the principles, practices, and procedures of modern public safety administration, organization, and operation. Requires working knowledge of the principles and practices of campus and community policing programs, public safety procedures and emergency response planning. Requires working knowledge of investigation procedures. Requires in-depth knowledge of the pertinent federal, state, local and District laws and ordinances including applicable sections of the California Penal Code, Education Code, Motor Vehicle Code, Health and Safety Code, Business and Professions Code, and laws related to the area of responsibility. Requires knowledge of current social, political and economic trends, and operating issues affecting community colleges. Requires knowledge and understanding of the philosophy and objectives of the community college. Requires knowledge of the principles and practices of supervision, training, performance evaluation, and personnel management. Requires knowledge of and skill in the use and care of police equipment. Requires knowledge of first aid techniques. Requires well-developed oral and written language skills to prepare reports and professional correspondence, give testimony in a court of law, to make presentations and conduct trainings. Requires sufficient business math skill to prepare and administer budgets and statistics. Requires skill at using a personal computer to access information and prepare reports. Requires sufficient human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

- **Abilities**

  Requires the ability to plan, organize, coordinate and supervise assigned activities within the department in a manner conducive to full performance and high morale. Requires the ability to analyze problems, identify solutions, anticipate consequences of proposed
actions, and implement recommendations in support of goals. Requires the ability to implement annual performance plans. Requires the ability to meet and deal tactfully and professionally with the campus and community. Requires the ability to interpret and apply federal, state, California P.O.S.T. and local policies, procedures, laws, and regulations. Requires the ability to learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position. Requires the ability to work constructively to resolve conflict and develop a consensus. Requires the ability to assume command by acting quickly and calmly in emergencies. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the College. Requires understanding of, sensitivity to and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.

### Physical Abilities
Incumbent must be able to work inside and outdoors engaged in work primarily of a moderately active nature, and meet physical suitability requirements. Requires the ability to maintain physical fitness in order to apprehend and restrain fleeing suspects, accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity (correctable 20/20 vision and color recognition) to observe continuous activity and read printed materials. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires hand-eye-body coordination to restrain a human suspect. Requires speaking ability to project voice over distances and background noise. Requires the ability to work any shift in a 24-hour operation and perform work on days not normally assigned.

### Education and Experience
The position requires a minimum of an associate’s degree with major course work in Criminal Justice, Business or Public Administration, Police Science or a related field and five years of experience in law enforcement with two years in a management or supervisory position.

### Licenses and Certificates
Requires a valid California driver’s license. Requires valid First-Aid and CPR certificates. Requires possession of a current Supervisor Certificate issued by California P.O.S.T. As a condition of employment, Management Certificate must be attained within one year of appointment to the position if not held at the time of employment.

### Pre-Employment Requirements
Meet background and character qualifications for this position pursuant to the provisions of California State Government Code Section 1031(d), and in accordance with standards established by California P.O.S.T. Satisfactorily pass physical and psychological examinations pursuant to the provisions of California State Government Code Section 1031(f), and in accordance with standards established by California P.O.S.T.

### Working Conditions
Work is performed indoors and outdoors where safety considerations exist from hostile situations.