CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

CLASSIFICATION: Chief of Campus Police

GRADE: 11 (Management Salary Schedule) (Classified Management)

APPROVAL DATE: 11/16/05
Revised: 01/17/07

DEFINITION
Under the administrative direction of the Vice President of Student Services/Assistant Superintendent, manages and commands the operation of a community college police department established pursuant to the provisions of California State Education Code Section 72330, and performs other related duties as assigned. The Cerritos College Campus Police Department is certified by the State of California Commission on Peace Officer Standards and Training (P.O.S.T.). Provides leadership for and ensures that Campus Police policies, procedures, practices, services, and programs are appropriate and responsive to a well-established, large urban college campus community committed to student success.

DUTIES AND RESPONSIBILITIES

1. Leads, plans, organizes, supervises, manages, commands, and evaluates all areas of Campus Police for effectiveness and efficiency, including the implementation and enforcement of the policies, procedures, and activities of the Campus Police Department.

2. Serves as, and exercises the powers of, a sworn peace officer pursuant to the provisions of California State Penal Code Section 830.32, and Education Code Section 72330, while engaged in the performance of the duties within this employment.

3. Anticipates, prevents, and resolves problems and conflicts under areas of supervision.

4. Provides advice, and leadership as directed, in the development of policies and procedures informed by current and applicable theory, legislation, court decisions, and trends for college police departments and related functions.

5. Responsible for the administration of a District parking and traffic control program including, but not limited to patrolling parking lots, issuing of warnings and citations to violators of District traffic and parking regulations, directing the preparation of citations to violators, and control of vehicles and pedestrian traffic.

6. Responsible for the administration of a Campus Police program including, but not limited to law enforcement; coordinating assistance for medical emergencies; patrolling of buildings and grounds; prevention of fires and fire hazards; prevention of theft and vandalism; and investigation and reporting of unusual, hazardous, or suspicious occurrences and conditions.

7. Responsible for monitoring and enacting the requirements of the South Coast Air Quality Management District (A.Q.M.D.) and serves as, or supervises, the certified Transportation Coordinator as required by the A.Q.M.D.
8. Provides leadership for and maintains a professional work environment in which all Campus Police Department employees are expected to treat all others fairly, correctly as provided by law and District policy and procedure, and with dignity and respect.

9. Maintains close liaison with all law enforcement jurisdictions in the District on matters involving the college, and in the development of joint programs of crime prevention and law enforcement.

10. Serves as Campus Police Department liaison with faculty, staff, students, administration, people doing business with the college, and members of the public.

11. Coordinates the Cerritos College Disaster Plan and other emergency procedures involving the College; coordinates necessary assistance for all emergencies as required.

12. Remains current on legislation and regulations appropriate to a college police department.

13. Serves as a member of the Safety, Disaster Response, and other committees as assigned.

14. Supervises, motivates, trains, manages, and evaluates all personnel, including student employees in the Campus Police Department.

15. Supervises, directs, manages, commands, and evaluates sworn peace officers in compliance with District policies and procedures, the Education Code, other applicable law, and current supervisory and management standards established by P.O.S.T.

16. Administers Campus Police Department employee disciplinary procedures and penalties in consultation, as needed, with authorized college Human Resources officials.

17. Assists in the recommendation for selection of applicants for employment in the Campus Police Department.

18. Regularly observes department personnel during all shifts.

19. Conducts periodic and specialized training and frequent briefing sessions for all Campus Police Department employees. Carries out up-to-date training requirements for Campus Police Officers; assesses comprehension and retention of training material and provides supplemental training as needed.

20. Conducts investigations and files reports or recommendations regarding crimes, building security, vehicle parking, safety and other related matters.

21. Supervises and trains Campus Police personnel, schedules shifts and assignments of assigned staff to maintain a fully operational patrol schedule 24 hours per day, every day of the year.

22. Responsible for monitoring and maintaining, in consultation with the Director of Facilities, campus burglar, fire, and other building alarm systems.

23. Maintains a Campus Police Manual for use by Campus Police staff.

24. Responsible for the proper maintenance, use, and operation of equipment, supplies, and materials assigned for use within his/her command, including directing the safe, permissible, and responsible use of patrol vehicles.
25. Maintains accurate records and files of reports submitted by officers, evaluates reports and logs, and implements improvements as necessary.

26. Assesses the crime-related safety of the campus; conducts walk-throughs with students and employees at various times of day and night; coordinates improvements in such areas as patrolling, lighting, landscaping, signs, emergency response, communications, and others.

27. Appears in court as required; represents District’s interests as appropriate.

28. Serves as responsible agent of the college to ensure the collection, analysis, and timely submission of mandated crime reporting to the public and others in compliance with applicable local, state, and/or federal regulations.

29. Supervises and provides procedures for fingerprinting of staff members.

30. Responsible for campus Lost and Found services.

31. Prepares and proposes the annual department budget, monitors and manages revenue and expenditures to maintain complete operations throughout the year.

32. Develops, issues, and manages parking permits for students and staff, as authorized.

33. Directs, manages, and monitors the LiveScan, and/or other operation, auxiliary law enforcement/crime prevention services provided by the Campus Police Department.

34. Develops, monitors, accounts for, and maintains reports on Campus Police-related revenue sources, including parking permits, parking meters, parking citations, and fingerprinting.

35. Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, QUALITIES, AND EXPERIENCE

Required:

- Any combination equivalent to an Associate’s degree from an accredited college, preferably in administration of justice, police science, criminology, or other related field; and

- Five years of increasingly responsible law enforcement or public safety experience, including at least two years in a supervisory capacity.

- Openness to change and new methods, a passion for continuous learning and self-improvement, and a willingness to meet change with innovation to promote and carry out the college mission.

- Demonstrated ability to organize, supervise, train, motivate, and evaluate assigned staff.

- Ability to be a fair-minded, ethical, and honest leader with excellent interpersonal and
communication (oral and written) skills and the courage and integrity to lead and accept responsibility.

• Personal characteristics that ensure effective working relationships with all segments of the college and the public.

• Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student, employee, and community populations.

LICENSES AND OTHER SPECIAL REQUIREMENTS

Required:

• Possession of a valid Supervisor Certificate issued by the State of California Commission on Peace Officer Standards and Training (P.O.S.T.).

• Possession of valid and appropriate Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates, and California Driver's License.

• 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 the State of California Commission on Peace Officer Standards and Training (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 P.O.S.T.

Preferred:

• Possession of a valid Management Certificate issued by the State of California Commission on Peace Officer Standards and Training (P.O.S.T.)

• Experience developing and maintaining campus community policing.

• Experience developing, monitoring, accounting for, and maintaining reports on Campus Police-related revenue sources, including parking permits, parking meters, parking citations, and fingerprinting.

• Experience working with college students.

KNOWLEDGE AND ABILITIES

Knowledge of:

• Public safety, crime prevention, law enforcement and police methods;

• Basic medical response, including first aid and transportation;

• Current methods and equipment used in policing;
Chief of Campus Police

• California Penal, Education, Vehicle, and Health and Safety codes;
• Sound management practices;
• Crowd control techniques appropriate to a large college campus;
• Investigation procedures;
• Laws relating to youth, juveniles, and college students; and
• Laws pertaining to school, college, and university mandated crime reporting;

**Ability to:**

• Plan, develop, administer, assess, and improve a sound public safety and law enforcement program in a fair and objective manner;
• Plan and implement security surveys of college facilities;
• Assess law enforcement or other hazardous situations and determine an appropriate course of action, including in a crisis or other urgent circumstance;
• Maintain a calm, courteous, objective, and conscientious attitude and demeanor in all situations; and
• Work cooperatively and effectively with students, college administration, faculty, staff, members of the public, and other law enforcement agencies.