

Captain of Campus Police

Position Details

Position Information

Position Title	Captain of Campus Police
Distinguishing Career Features	The Captain of Campus Police 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 competence 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.
Job Description	<p>Participate and assist the Chief to plan, coordinate and administer the development of Campus Police Services operations, and policies and procedures.</p> <p>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 or organizations. Plan, design and implement work schedules and staff development activities for assigned personnel in order to provide security and police services to the College community and facilities.</p> <p>Participate in the planning, development, implementation and management of the Campus Police Services department budget as assigned.</p> <p>Prepare, supervise, and direct work schedules; conduct inspections for conformance to dress and uniform codes.</p> <p>Plan, coordinate, and supervise surveillance, patrol, dispatch, and office clerical activities. Authorizes expenditures, staffing adjustments, and makes appropriate administrative decisions regarding department operations.</p> <p>Assign duties to and monitor and evaluate the work performance of subordinate staff. Coordinate and conduct performance evaluations and disciplinary actions, as needed.</p> <p>Supervise the parking and traffic control programs ensuring that parking lots, roadways, and pedestrian walkways are adequately patrolled. Oversee and issue citations for parking and motor vehicle violations.</p> <p>Perform the duties and responsibilities of the Chief of Campus Police Services in the absence of, or in coordination with, the Chief.</p> <p>Participate in the administration of and compliance with collective bargaining agreements, Board Policies, Administrative Procedures, and the Campus Police Services Department Policy Manual.</p> <p>Respond to crime and accident scenes. Supervises and participates in investigations. Oversee collection and preservation of evidence and disseminates criminal intelligence to other agencies.</p> <p>Participate in the recruitment and selection of campus police personnel.</p> <p>Plan and implement relevant and required training programs for campus police personnel.</p> <p>Coordinate police activities with other campus organization units and with outside agencies as directed.</p> <p>Represent the College and/or department at designated campus, community and law enforcement activities and events.</p> <p>Respond to requests for information and complaints. Follows up with response, referral, or other written communication.</p> <p>Participate in establishing and maintaining community partnerships; and attend events and interact with community organizations.</p> <p>Perform the duties of a watch commander of Campus Police Services Officers as assigned.</p> <p>Participate on committees, task forces, and in special assignments.</p> <p>Lead, supervise and train campus police personnel to provide high quality of service.</p> <p>Ensure accuracy of print and online publications related to the area of responsibility.</p> <p>Maintain currency of knowledge and skills related to the duties and responsibilities.</p> <p>Perform other related duties as assigned.</p>
Required Qualifications	<p>MINIMUM QUALIFICATIONS IN EDUCATION AND EXPERIENCE</p> <ul style="list-style-type: none">• An Associate's Degree with major coursework in Criminal Justice, Business, Public Administration, or Police Science or a related field.• Five years of experience in law enforcement.• Two years of experience in a management or supervisory law enforcement position. <p>LICENSES AND CERTIFICATES</p> <ul style="list-style-type: none">• Possession of a current Supervisor Certificate issued by California P.O.S.T.• Possession of a valid California Driver's License.• Possession of a valid First-Aid certificate and a current CPR certificate.• Possession of a Management Certificate issued by P.O.S.T. or completion of the Management Course within one year of employment with the District. Continued employment is conditioned on completion of the Management Course.

	<p>PRE-EMPLOYMENT QUALIFICATIONS</p> <ul style="list-style-type: none"> • Satisfactorily meet the background and character qualifications for this position pursuant to the provisions of California Government Code § 1031(d), and in accord with standards established by California P.O.S.T. • Satisfactorily pass the physical and psychological examinations administered pursuant to the provisions of California Government Code § 1021(f), and in accord with standards established by California P.O.S.T.
Preferred Qualifications	
Transcripts and Foreign Degrees	<p>It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. All qualifying educational degrees/training must be from regionally accredited colleges and/or universities. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.</p>
Physical Demands	<p>This position requires the physical ability to:</p> <ul style="list-style-type: none"> • Work indoors and outdoors primarily engaged in work of a moderately active nature. • Meet physical requirements as determined by a competent expert and required by state law. • Maintain sufficient physical fitness to apprehend and restrain fleeing suspects, accomplish crowd control, and function well under stressful conditions. • See with sufficient near and far visual acuity (correctable 20/20 vision and color recognition) to conduct surveillance and read printed materials. • Use hearing for ordinary conversation and to hear sounds in order to respond to normal and emergency situations. • Maintain hand-eye-body coordination to restrain a human suspect. • Project voice over distances and background noise. • Work any shift in a 24-hour operation and perform work on days not normally assigned.
Posting Detail Information	
Posting Number	MGT00017P
Open Date	05/17/2018
Close Date	08/27/2018
Salary/Fringe Benefits	<p>Grade 28 on Management Salary Schedule (\$7,581.00 -\$9,536.00/month). Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.) Participation in the Public Employees' Retirement System and Social Security. 22 days annual vacation.</p>
Conditions of Employment	<p>This is a full-time 12-calendar month classified manager position. This position is an evening management position, responsibilities will include serving as the evening Watch Commander. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment. Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.</p>
College/Department Profile	<p>Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. We are a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages approximately 22,500 students. Visit Cerritos College online at http://www.cerritos.edu. The Cerritos College Police Department is comprised of 13 sworn police officers and a civilian support staff of approximately 30 employees. It is responsible for providing police services in a large community college in southeast Los Angeles County. The college has approximately 1,200 part-time and full-time employees on a 135 acre campus. The Department is committed to providing access to services which support and enhance student success in a safe campus environment. The Captain of Campus Police Services is a management position that reports to the Chief of Police and is the department's second in command. This manager will support professional development, retention and diversity within the department and will have skills that maximize</p>

	productivity in the District's labor relations environment. The Captain will be expected to assume Department command in the absence of, or in coordination with, the Chief.
Special Instructions to Applicants	
Application Procedure	Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.
Selection Procedure	Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., training demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates' qualifications.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?

- Cerritos College website
- CCC Registry
- AsiansInHigherEd.com
- BlacksInHigherEd.com
- CalJobs
- careerbuilder.com
- CCJobs.com
- ChronicleVitae.com
- CommunityCollegeJobs.com
- Community College Week (ccweek.com)
- Current/former employee
- DiverseEducation.com
- HigherEdJobs.com
- IMdiversity.com
- Indeed.com
- InsideHigherEd.com
- LatinosInHigherEd.com
- LGBTInHigherEd.com
- LinkedIn.com
- VeteransInHigherEd.com
- Other

2. If you chose "Other" as the recruitment source above, please type in your recruitment source here.

(Open Ended Question)

3. * Do you have an Associate's Degree with major course work in Criminal Justice, Business, Public Administration, or Police Science or a related field, five years of experience in law enforcement, two years of experience in a management or supervisory law enforcement position and the following licenses and certificates? - Possession of a current Supervisor Certificate issued by California P.O.S.T. - Possession of a valid California Driver's License. - Possession of a valid First-Aid certificate and a current CPR certificate. - Possession of a Management Certificate issued by P.O.S.T. or completion of the Management Course within one year of employment with the District. Continued employment is conditioned on completion of the Management Course.

- Yes
- No

Documents Needed to Apply

Required Documents

1. Resume/Curriculum Vitae
2. Cover letter
3. Copy of Transcripts (Must show all work completed and the conferral date of the degree)
4. Letter of Recommendation A (Written within one year)
5. Letter of Recommendation B (Written within one year)

