

## SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

Posting Number: 0170084

Position Title: Interim Chief of College Police  
(Office of the Vice Chancellor of Finance and Administration)

Filing Deadline  
(All postings close at 4:00 PM): 08-21-2017

Job Type: Administrative - Director

### Major Duties and Responsibilities:

1. Plans, directs, and manages the staff and operations of the Public Safety department to provide 24 hour-a-day protection and security; coordinates security with all events, and day-to-day operations in a manner which ensures the safety of the public; manages all public safety staff; participate in all decisions related to selection, promotion, evaluation, and discipline of personnel.
2. Consults with District administrators and participatory governance groups to define security needs; Implements safety and security policies and procedures; ensures that they are understood and carried out by all public safety personnel; formulates training materials and training programs; assists, advises, and guides all college departments regarding public safety regulations and procedures, and provides recommendations for improving security throughout the college.
3. Assures that the enforcement function is performed in accordance with current federal, state and local laws. Provides appropriate direction and coordination of major criminal investigations that may involve other law enforcement and criminal justice agencies.
4. Develops and implements safety and security policies and procedures in accordance with Ed Code and Peace Officer Standards and Training (P.O.S.T.) requirements; Ensures, through training and strategic deployment of necessary institutional police officers, the comprehensive readiness of the public safety staff to effectively cope with security issues, and emergencies, i.e., theft, vandalism, personal injuries, assaults, natural disasters, etc., that could effect college operations; coordinates the District's disaster readiness plan.
5. Develops and administers departmental budget; establishes appropriate staffing levels to meet program needs and identifies means to attain staffing goals; ensures continuous improvement in departmental services to meet or exceed internal and external customer expectations; assumes a lead role in fostering effective labor management relations.

6. Directs and/or participates in the investigation of alleged or suspected violations of security, criminal and civil law, violations of the City Charter and Board of Trustees policies; resolves issues of jurisdiction and assures the effective cooperation of District staff with protective agencies; prepares and presents reports of investigations to the Vice Chancellor of Administration and Finance, District management and administrative staff, District Attorney and/or San Francisco Police Department.

7. Oversees and coordinates the investigation of misconduct charged; analyzes existing evidence of facts, carries out appropriate physical restraint, arrest and search or seizure laws; assures that cooperation and effective liaison with the public safety staff and outside law enforcement agencies, including police and fire, are properly maintained. Reviews content of written reports to ensure adherence to legal requirements.

8. Maintains current knowledge of security-related state and federal laws, fire protection and other pertinent safety laws and codes, security systems and technical equipment. Participates in Safety Committee meetings and conducts meetings with other departments, various campus groups or units with regard to personal safety and crime prevention on campus and all educational centers.

9. Acts as liaison for the Vice Chancellor of Administration and Finance in representing the District in interactions with representatives of federal, state and local law enforcement agencies and programs; reviews and analyzes all law enforcement, security and investigative reports submitted by outside agencies and prepares reports or responses as appropriate.

10. Controls and tracks usage of security equipment and devices; reviews and updates equipment maintenance contracts; recommends the enhancement or purchase of security equipment.

11. Participates as Administrative representative on assigned committees as designated by the Chancellor's office, i.e. Health & Safety, Campus Assessment & Intervention Response team (CAIR) Commencement and/or other committees as assigned.

12. Performs other related duties as required and assigned by the supervisor.

#### Working Conditions:

This position requires considerable walking and standing, and includes possible exposure to physical injury and other dangers inherent to police work.

Pursuant to Board of Trustees policy, the carrying and use of deadly weapons; including firearms, by all employees is strictly prohibited at all District work sites and property.

To apply, please visit our website at <http://apptrkr.com/1064169>