

Campus Police Captain

Salary

\$7,365.00 Monthly

Location

Rancho Cucamonga, CA

Job Type

Classified Contract

Department

Public Safety

Job Number

18-19/00085

Closing

2/28/2019 11:59 PM Pacific

Position Description

Under the direction of the Chief of Police/Director, Public Safety or designee, plan, organize and direct the law enforcement and emergency management functions of the Police Department at locations as assigned; provide day-to-day supervision of related programs, personnel and operations; assume the command of the department in the absence of the Chief of Police; assist with the implementation of policies, procedures or agreements pertaining to department operations; perform specialized supervisory and police work as assigned; enforce applicable federal, state, city, county and district laws; enforce rules and regulations governing use of college buildings and grounds and investigate citizen complaints concerning conduct of department employees.

Responsibilities

- Supervise and participate in police activities of functions in the district as assigned by the Chief of Police/Director, Public Safety;
- Provide continuous command and supervision in the absence of the Chief of Police/Director, Public Safety;
- Plan, direct, and manage the assigned activities of a division or unit of the department; identify minimum standards of performance for division or unit;
- Lead campus police in patrolling district buildings, parking areas, and grounds to prevent theft or vandalism; prepare roll call briefings and provide the latest information on campus conditions and current crime trends;
- Assure effective utilization of personnel through efficient scheduling to meet the needs of the district; monitor expenditures of assigned division or unit; review and approve/

reject requests for expenditures as directed by the Chief; make recommendations to the Chief on budget matters;

- Prepare and/or review all written reports on theft, vandalism, and other related incidents or crimes; make arrests when warranted; book suspects and complete reports as necessary; assist with the presentation of investigative findings to the district/city attorney for prosecution;
- Prepare various statistical and narrative reports;
- Train, schedule, assign, direct, supervise, and evaluate the work performance of assigned technical and professional personnel; assist in the selection of new personnel; discipline personnel in accordance with district policies and procedures;
- Conduct public speaking and public safety training to faculty, staff, and/or students;
- Maintain records and control of property and evidence; maintain records of training and other applicable Peace Officer Standards and Training (POST) requirements;
- Oversee department training to assure compliance with POST requirements; attend training programs on crime prevention, drug and alcohol testing, defense tactics, traffic stops, report writing, and legal updates as needed; assure that subordinates carry out their training responsibilities to their subordinates;
- Coordinate police activities with other district departments; maintain positive relationships with the campus community; participate in campus affairs and represent the Police Department in meetings and on committees as assigned;
- Work closely with other law enforcement agencies; serve as a liaison between law enforcement agencies, administration, faculty and staff; maintain professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources;
- Conduct sensitive internal investigations and sensitive background investigations as assigned by the Chief of Police;
- Inspect, identify, document and follow-up on potential hazards;
- Perform related duties as assigned.

Qualifications

MINIMUM QUALIFICATIONS

- California P.O.S.T. Basic Certificate;
- California P.O.S.T. Supervisory Certificate (must complete executive development course preferably within one (1) year (no more than two (2) years) of being a first-line manager);
- Five (5) years of full-time law enforcement experience;
- Associate of arts degree or sixty (60) units from an accredited college OR equivalent combination of education and experience.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students;
- Knowledge of:
 - Modern methods of police administration;
 - Community Oriented Policing;
 - Criminal law, investigation and crime prevention methods;

- Applicable laws, policies, rules and regulations related to assigned activities;
- Principles and practices of administration, supervision and training;
- Clery Act and the effect on campus policing;
- Extent and limitation of police powers;
- Oral and written communication skills;
- Public speaking techniques;
- First Aid and CPR methods;
- Interpersonal skills using tact, patience and courtesy;
- Investigative techniques and practices;
- Incident Command Systems (ICS);
- Traffic investigation/prevention methods;
- Scheduling manpower distribution;
- Peace Officer Bill of Rights;
- Record-keeping techniques;
- Use and maintenance of a firearm.
- Ability to:
 - Plan, organize, coordinate and direct the activities and operations of the Police Department;
 - Direct law enforcement, security activity and health and safety programs;
 - Respond quickly, effectively and efficiently in emergency or crisis situations;
 - Provide a safe and secure working environment for staff and students;
 - Conduct training and briefing sessions and various classroom presentation;
 - Provide protection to District facilities and property;
 - Supervise and evaluate the performance of assigned staff;
 - Analyze situations accurately and adopt an effective course of action;
 - Administer first aid in emergency situations;
 - Communicate effectively both orally and in writing;
 - Establish and maintain cooperative and effective working relationships with others;
 - Work independently with little directions;
 - Plan and organize work;
 - Prepare and maintain accurate and detailed records and reports related to the department;
 - Lift objects up to 50 pounds;
 - Drag a minimum of 125 pounds for a distance of 15 feet.

LICENSES AND/OR CERTIFICATES

- Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq;
- Possess or have the ability to obtain an appropriate, valid California driver's license;
- Valid first aid card;
- Valid CPR certificate.

DESIRABLE QUALIFICATIONS

- Bachelor's degree.

Additional Information

WORKING CONDITIONS

- Sitting and standing for extended periods of time;
- Use of firearm and other police safety equipment;
- Operate an emergency vehicle in a variety of conditions;
- Work outdoors in various working conditions.
- Hours may vary according to the assignment.

APPLICATION PROCESS

Chaffey College recently implemented an online electronic application system. Our new application can be accessed at <https://www.governmentjobs.com/careers/chaffey>. The application must be completely filled out in detail and clearly show that you meet the qualifications as set forth in the announcement, and you must upload the following documents:

Please do not include any additional documents only the documents that are indicated below. If you upload documents that are not required, your application may be disqualified. Please do not submit letters of recommendation or documents that contain your photograph.

- Cover Letter
- Resume
- Professional Reference List (Include names, current addresses, phone numbers, and email addresses)
- Copy of Transcripts (Transcripts must indicate degree earned/conferred- photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/ degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.

Foreign transcripts must be transcribed and evaluated in English by a bona fide evaluation service. Educational requirements must be met on or before the closing date.)

CONDITIONS OF EMPLOYMENT

This is a full-time, 12-month, management position, Level IV, Range 15 of the Management Salary Schedule with starting salary of Step A, \$7,365/month. Effective date of employment will be as soon as a successful candidate is selected and a mutually agreed upon date is determined.

EXCEPTIONAL BENEFITS PACKAGE

Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the Public Employees' Retirement System (PERS).

The Selection Process

A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the

interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should an applicant have a need for an accommodation due to a disability, the applicant should contact the Office of Human Resources. Travel costs related to an interview will be borne by the applicant.

About the College

The College

Established in 1883, Chaffey College is one of California's first colleges. Nestled in the foothills of the San Gabriel Mountains, Chaffey's Rancho Cucamonga, Fontana and Chino campus locations serve students from throughout the Inland Empire. A fully accredited two-year institution by the Western Association of Schools and Colleges, Chaffey College offers associate degrees and vocational and transfer programs in a wide variety of subjects. Most recently named one of the Top 10 community colleges in the nation by the Aspen Institute; Chaffey College remains committed to its mission of improving the lives of its students, faculty, and staff through education.

District

Serving throughout the diverse Inland Empire, Chaffey College provides services to the cities of Chino, Chino Hills, Fontana, Montclair, Ontario, Rancho Cucamonga, and Upland, reaching a population of more than 830,000. The District also recruits from some of the area's top high schools, accepting students from four surrounding districts; Chaffey Joint Union High School, Chino Unified School District, Fontana Unified School District, and the Upland Unified School District.

Curricula

Whether the goal is to transfer to a four-year institution or enter the workforce better prepared, Chaffey College provides its students with the opportunity to take a variety of applicable courses. From taking lower division and general education classes to learning career-technical skills, the college provides its students with the tools needed to succeed during their time at Chaffey and beyond.

To Apply, visit:

<http://apptrkr.com/1379612>