

Chief of Campus Police - Cerritos College

Salary: \$119,820.00 - \$150,612.00 Annually

Job Type: Full time

Job Number: CCP20

Closing: 3/15/2020 11:59 PM Pacific

Location: Cerritos College, 11110 Alondra Blvd., Norwalk, CA

Department: CCP20

Division: Campus Police

Job Duties

Summary

Plans, supervises, assesses, and evaluates, the activities of the Campus Police Services Department including police, parking and traffic management, dispatch, custody of records and evidence, and oversight of state or regional air quality programs. Acts as a District resource in matters of safety, security and crisis. Organizes, sequences, and coordinates assigned activities with other campus organization units and outside agencies.

Distinguishing Career Features

The Chief, Campus Police Services reports to the Vice President, Student Services and is responsible for integrating and providing public safety services for the District and its employees, students and visitors. The Chief organizes and integrates services to provide around-the-clock coverage and requires the ability to integrate all services, train staff and optimize levels of service, and work with local municipalities and public safety organizations. The Chief requires administrative and management competency as demonstrated by possession of the Management Certificate from the California Commission on Peace Officer Standards and Training (Cal. P.O.S.T.). The Chief provides complex administrative support to the Vice President, Student Services.

Essential Duties and Responsibilities

- Plans, directs, and coordinates Campus Police services and activities including maintenance of a safe campus; protection of life and property, regulation of traffic, citation, apprehension, and arrest of law violators, campus-to-community involvement, and maintenance of police records.
- Provides leadership in the new and emerging technologies.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; P.O.S.T. standards; and District Board Polices and Administrative Procedures in personnel matters. Regularly observes personnel during all shifts.
- Establishes scope of service, performance, and financial outcome measure. Establishes goals for efficiency of services, and continually reviews and evaluates work outcomes, and methods.
- Establishes appropriate service and staffing levels; allocates resources accordingly. Ensures readiness of department personnel and equipment. Anticipates, prevents and resolves problems and conflicts under areas of supervision.

- Directs, facilitates, and participates in developing the department's annual work plans. Assigns, monitors, and reviews work activities, projects and programs to support annual work plans.
- 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.
- Upholds the College's campus policing philosophy. Ensures that implementation directions are in line with the mission statement and peace officer code of ethics, and are proactively responding to safety concerns, addressing crime, and meeting the changing needs of the campus community. Develops and maintains a comprehensive Campus Police Services procedure manual.
- Develops and monitors budgets and maximizes financial resources. Identifies funding opportunities and revenue sources to meet growing demands for services. Forecasts additional funds needed for staffing, equipment, materials and supplies. Authorizes purchases and monitor expenditures to ensure proper disbursement of funds. Develops, monitors, accounts for, and maintains reports on Campus Police Services-related revenue sources, including parking permits, parking meters, parking citations and fingerprinting.
- 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.
- Ensures Campus Police Services Department Officers and staff conduct themselves in a professional, respectful manner, exercising their authority with appropriate discretion and treating all staff, students and visitors in a fair and equitable manner and with dignity and respect.
- Establishes a system of training that ensures officer readiness, sensitivity to the campus community, and continuing education to maintain peace officer status.
- Develops and monitors methods that ensure staff, students, and visitors have opportunity to openly communicate their thoughts and concerns.
- Participates on or chairs committees, task forces, and special assignments.
- Guides the development of procedures, work rules and performance standards to assure the efficient and safe operation of the Campus Police Services department in compliance with District and Cal P.O.S.T. standards and federal, state and local laws.
- Serves as Department liaison to members of the campus community and visitors. Develops a workforce culture that is customer-oriented, comfortable with change, and willing to explore new methods to solve problems.
- Oversees research and identification of criminal activity trends in the community that may affect the campus. Maintains close liaison with other law enforcement agencies, community resources, and implements deterrent methods to increase effectiveness of law enforcement efforts.
- Serves as responsible agent of the District 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.
- Participates in civic, professional, and community groups regarding the activities and programs of the department to promote confidence in the Department's role in supporting education and safety on campus.
- Oversees and conducts investigations of crimes and other violations of the law. Ensures that reports are accurate and filed on a timely basis. Appears in court on behalf of the District. Prepares post-investigation recommendation for the safety of people, equipment, buildings, parking, pedestrian walkways, and public areas. Ensures creation and maintenance of logs.
- Conducts specialized training and in-service briefing to departmental employees.
- 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.

- Administers live-scan fingerprinting and background check functions for use by the District and other government, health care, education, and business entities for pre-employment screening and other authorized purposes.
- Directs the parking, traffic management, carpool and air quality management programs for the District. Develops, issues, and manages parking permits for students and staff, as authorized.
- Directs emergency operations at major and other selected incidents.
- Responsible for monitoring and maintaining, in consultation with the Director, Physical Plant and Construction Services, campus burglar, fire, and other building alarm systems.
- Ensures accuracy of print and online publications related to the area of responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Performs other related duties as assigned that support the overall objectives of the position.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Minimum Qualifications

Minimum Qualifications for Education and Experience

Requires an associate's degree in Administration of Justice, Police Science, Criminology, or a closely related field and at least five years of progressive experience in law enforcement or public safety experience, including at least two years in a leadership or supervisory capacity. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Knowledge and Skills

The position requires professional knowledge of:

- Theories, principles, and practices of modern public safety administration, organization, and operation.
- Development, maintenance reporting and administration of a budget.
- Principles of functional leadership, training, and performance evaluation.
- Pertinent federal and state laws and regulations and ordinances including applicable sections 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.
- Learning and student success processes, assessment, student learning outcomes, learning communities and application of technology.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs.
- Philosophy and objectives of the community college.
- Principles and practices of community policing programs, public safety procedures and emergency response planning.

This position requires demonstrated skill in:

- Developing assessment, and learning processes that enhance student success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills in order to develop working relationships, conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

Abilities

This position requires the ability to:

- Be a fair-minded, ethical and honest leader.
- 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.
- Be open to change and new methods in the assigned areas of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources including grant reporting compliance.
- Plan, organize, and supervise activities of the department.
- Work cooperatively and productively with internal and external constituencies
- Advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.

Physical Abilities

This position requires physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- See with sufficient visual acuity to read, recognize printed materials, and computer screen.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include evenings, weekends and split schedules.

Licenses and Certificates

Requires a valid driver's license. Requires possession of a Management Certificate from the Cal P.O.S.T.

Supplemental Information

Documents needed to apply:

- Letter of Interest
- Resume/Curriculum Vitae
- Transcripts (Must show all coursework completed and conferral date of the degree)

Special Employment Conditions

Meet background and character qualification for this position pursuant to the provisions of California State Government Code Section 1031(d), and in accordance with standards established by the Cal 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.

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. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

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.

This is a full-time 12-calendar month classified manager position.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to satisfactorily pre-employment qualifications, 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.

The District does not provide for immigration sponsorships such as H1B Visas.

An annual stipend of \$3,146 shall be provided to management employees with an earned doctorate degree.

To apply, visit <https://apptrkr.com/1799237>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

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