



## Chief of Police

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the administrative direction of the Chancellor, the Chief of Police plans, directs, manages, and oversees the activities and operations of the San Bernardino Community College District Police Department including safety and security services at each campus and all District locations in order to preserve order, prevent crime and protect life and property, and enforce laws and regulations in accordance with the laws of the State of California. The Chief of Police is the District's chief law enforcement officer.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides leadership and direction to the District's Police Department.
2. Advises college administrators on police and security matters.
3. Responsible for developing, recommending and implementing long and short-range goals, objectives policies and procedures in the law enforcement area.
4. Develops department rules and regulations that are consistent with local, state and federal legal mandates for community college police departments.
5. Interprets and adheres to laws, rules and regulations affecting community college police departments including but not limited to the California Government, Education, Penal, Vehicle, Business and Professional, Health and Safety Codes and provides guidance to District personnel.
6. Ensures the District complies with mandated disclosure and information dissemination activities, including but limited to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."
7. Ensures the department complies with state and federal crime data reporting mandates. Ensures the department complies with mandates to maintain POST certification.
8. As necessary, responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other roles as needed for the situation and works closely with the District assigned emergency preparedness coordinator; and consults with representatives of law enforcement, safety and disaster preparedness to improve interagency cooperation.
9. Ensures compliance with the San Bernardino Community College District Board Policy and Administrative Regulation's. Ensures compliance with rules, policies, and procedures of each campus.
10. Supervises investigation of District crimes and identification and recovery of District property.
11. Reviews and recommends selection of District intrusion, fire alarm and communication systems.
12. Develops and administers department budget.
13. Develops and implements a training program for all staff in a variety of areas, including but not limited to jurisdiction, reporting procedures, use of force, weapons, laws of arrest and radio procedures.
14. Testifies in court and may testify as an expert.



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15. Meets with a variety of governmental and private agencies and serves on committees and boards.
16. Prepares special studies and reports and reviews reports of subordinates.
17. Conducts performance evaluation and counseling of lieutenants and sergeants.
18. Participates in the evaluation of police officers, campus security officers and other police department employees.
19. Oversees and may conduct investigations of citizen complaints on employee conduct and prepares related reports.
20. Reviews effectiveness of operating procedures and makes appropriate recommendation.
21. Develops and implements department goals and objectives.
22. Works effectively with people at all levels of the organization including management, faculty, staff, and students; and is sensitive to and understands the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
23. Represents the department with other law enforcement services and allied agencies, other District departments, civic groups, and the public; plans and facilitates the conduct of special campus/District events requiring law enforcement and crime prevention; incorporates new developments as appropriate. Participates in a variety of committees and boards.
24. Attends and participates in a variety of committees and boards,
25. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
26. Performs related duties as assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Knowledge of public safety, law enforcement and modern police methods.
- Operational characteristics, services and activities of a comprehensive law enforcement program.
- Principles and practices of law enforcement administration, organization and management.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods, procedures and practices, including investigation and crisis/emergency management; intrusion, fire alarm and communication systems.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities.
- Principles and practices of program development, budget preparation, and administration.
- Principles of supervision, training, and performance evaluation.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Pertinent federal, state, and local laws, codes, and regulations including applicable section of California Pertinent federal, state and local laws, codes, and regulations including applicable section of California Education Code, Government, Vehicle, Penal, Business and Professional and Safety Codes, and juvenile law.
- Recent court decisions and how they affect department operations.



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- Applicable court procedures.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Principles and practices of data collection and analysis.
- Conflict resolution skills and techniques and investigative procedures.
- Methods and techniques of report preparation and business letter writing.
- Occupational hazards and standard safety practices.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of law enforcement information systems including applicable computer software.

### Ability to:

- Plan, organize, supervise, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.
- Manage and direct a comprehensive law enforcement program.
- Develop and administer goals, objectives, and procedures for assigned area.
- Exercise sound judgment in handling emergency situations; interrogating suspects and interviewing victims and witnesses.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
- Think clearly and act quickly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain high ethical standards and behavior.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.



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- Provide leadership based on ethics and principles as they relate to law enforcement functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Bachelor's degree from an accredited college or university with major coursework preferably in criminology, criminal justice, police science, law enforcement, business administration, public administration or related field or any equivalent combination of education and experience.

#### **Required Experience:**

- Ten (10) years of full-time employment as a peace officer of which five (5) years shall be commensurate with a position at the senior level in the California POST-approved police department.

#### **License and Certification:**

- Possession of a valid POST Management or Supervisory certificate.
- Possession of a valid First-Aid/CPR certification.
- Current and valid California driver's license.

#### **Preferred Experience:**

- Experience in a California Community College System.

### **Conditions of Appointment:**

Appointment to this condition is contingent upon satisfactory completion of a background investigation by and independent investigator including but not limited to investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and interviewed by investigator as a condition of employment.

### **Working Conditions:**

Incumbent must be physically able to react appropriately in emergency situations. Incumbents must be available on call 24 hours a day, if necessary.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand



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movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.