

RIO HONDO COMMUNITY COLLEGE DISTRICT

CHIEF, POLICE AND CAMPUS SAFETY

DEFINITION

Under general administrative direction, the Chief of Police and Campus Safety provides leadership and direction to the Police and Campus Safety department; plans, manages, and oversees the activities, operations, and delivery of the Police and Campus Safety Department; responsible for creating and implementing a vision that integrates the principles of community policing into a comprehensive Police and Campus Safety department that includes: Police and Campus Safety dispatch, preventative patrol, general law enforcement, crime prevention and reporting, criminal investigation, bicycle and pedestrian safety, traffic enforcement, workplace violence risk reduction, lost and found services, and other programs. The Chief of Police and Campus Safety will lead with an equity lens in working with all constituencies and ensure departmental training for staff to support individuals from all backgrounds; coordinates assigned activities with other District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Office of the President and the Vice President of Student Services and other administrative staff in areas of expertise; oversees the district-wide emergency preparedness programs and performs related duties as required.

SUPERVISION EXERCISED

Receives administrative direction from the Office of the President and provides assistance to the Vice President of Student Services as well as other Executive Cabinet members. Exercises direct supervision of Police Sergeants, Police Officers, Police Dispatchers, as well as other professional and technical staff in the Rio Hondo College Police and Campus Safety Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, coordinates, directs, and supervises the operation, enforcement policies and activities of the Rio Hondo College Police and Campus Safety Department. E

Provides leadership and demonstrates by example a community policing model which emphasizes a “Guardian” mindset focusing law enforcement officers mentality on creating and strengthening relationships with the community for the District, including participation in shared governance, and other problem-solving approaches to law enforcement within the District; provides regular training on community policing practices, anti-bias, cultural responsibility, conflict avoidance and deescalation. E

Ensures employee, student and stakeholder participation in the governance of police and security services through a Public Safety Advisory Committee and development of a Public Safety Compact relative to public safety and police services. E

Develops community and evidence-based policing policies that create a safe, secure, peaceful and inclusive campus environment in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm, and which reflect a co-model/partnership and holistic approach to policing; develops public safety services that adhere to principles of diversity, equity, inclusion, accessibility, and anti-racism. E

Manages critical incidents implementing emergency protocols to major crimes; oversees investigations and ensures proper reporting related to the apprehension and arrest of violators; directs the preparation and maintenance of a variety of narrative and statistical reports, including reports required under the Clery Act. E

Ensures that campus police activities are in line with the peace officer code of ethics. E

Directs and oversees district-wide emergency preparedness to include compliance with Incident Command Systems (ICS), National Incident Management Systems (NIMS), and Standardized Emergency Management Systems (SEMS). E

Oversees the planning, development, and implementation of District parking enforcement regulations, parking patrol schedules, and citation procedures; plans and oversees traffic control for special events and other peak traffic periods. E

Oversees the development and implementation of strategic and work planning activities; develops programs, goals, and objectives to support the mission of the department and the District. E

Directs emergency response operations for major and minor incidents occurring within the jurisdiction of Campus Police and Safety. E

Serves as the responsible agent of the District to ensure the collection, analysis, and timely submission of mandated crime reporting to the public, in compliance with applicable local, state, and/or federal regulations. E

Directs the preparation, maintenance, and retention of files and records related to Campus Police and Safety functions and activities; maintains records of criminal activity affecting the District. E

Oversees the development and presentation of training and informational programs for students and employees in the areas of emergency preparedness, and best practices for campus safety and security. E

Assists with updating and implementation of the District's Emergency Preparedness and Hazard Mitigation Plan. E

Recommends improvement in campus police and security services and related policies and regulations. E

Oversees the final selection of new Campus Police and Safety personnel, including the completion of appropriate background investigations. E

Instructs campus police and safety personnel in pertinent District policies and appropriate community policing procedures; revises and maintains training manual on procedures and methods for protecting personnel, students and facilities of the college campus. E

Evaluates, counsels, and disciplines college police and safety department personnel as needed; ensures that police personnel meet Police Office Standards and Training (P.O.S.T.) requirements. E

Coordinates and supervises the scheduling and assignment of College Police and Campus Safety Department personnel, students and facilities. E

Oversees the recruitment and training for the Police Cadets Program. E

Supervises and coordinates criminal investigations, including the interrogation of subjects, control and appearance at hearings and trials. E

Supervises and may participate in patrol, enforcement and providing security for events and gatherings. E

Recommends enforcement and provides security for events and gatherings; recommends improvement in campus police and security services and related policy regulations. E

Reviews reports submitted by police and safety personnel for accuracy, completeness, and appropriateness of action taken. E

Prepares and administers the police department budget; prepares recommendations and justifications regarding budget requests; authorizes expenditures according to District policies. E

Prepares, submits, and presents special statistical and narrative reports to the Board of Trustees, Superintendent/President, and senior management staff as required. E

OTHER JOB RELATED DUTIES

Perform duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of police science, administration, and organization

Law enforcement procedures, police methodology and preventive security measures within a higher education environment

Applicable federal, state, city, and county laws, rules, and regulations, including laws of search, seizure and arrest, legal rights of citizens and non-citizens, court procedures, and rules of evidence

Proper use and care of firearms

Standardized Emergency Management Systems (SEMS), Incident Command System (ICS), and National Incident Management System (NIMS)

Principles and procedures of emergency preparedness, including threat assessment, workplace violence prevention, crime prevention, critical incident protocols, crowd control and traffic control procedures

Principles and practices of community policing programs

Principles, practices, and techniques for criminal and civil investigations, internal affairs investigations, police background investigations, and administrative investigations

Training and certification requirements for law enforcement officers and support staff in compliance with State and Federal statutes

Administration of Public Safety Officer's Bill of Rights and recent court decisions affecting police work

California Peace Officers' Standards and Training (POST) regulations relative to hiring, training and retaining of police personnel, as well as on-going participation in a POST approved Police Department

Leadership, management and supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action

Participatory governance, committee leadership, and other community college governance processes

Advanced understanding of anti-bias principles, a "guardian" mindset towards policing and safety, and of the diverse backgrounds of community college employees and students

Skill to:

Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Campus Police and Safety Department.

Be sensitive to, understand, and support the diverse academic, socioeconomic, religious, cultural, disability, gender, sexuality and ethnic backgrounds of community college students and employees.

Develop, implement, and administer goals, objectives, and procedures for providing an effective and efficient Campus Police and Safety Department.

Plan, organize, direct, and coordinate the work of Police and Campus Safety personnel; delegate authority and responsibility.

Demonstrate continuous commitment to diversity, equity, and inclusion principles

Plan, organize, direct and manage on a District level the operations of a campus police and safety department, including hiring, evaluating, and disciplining employees

Train and manage personnel according to POST mandates and accepted law enforcement methods and the principles of community policing

Analyze, interpret, and enforce federal/state/local laws, rules, and regulations. Analyze situations accurately and adopt an effective course of action

Establish and maintain effective, cooperative and collaborative partnerships and relationships with students, staff, faculty, management, District constituents and stakeholders, and the public, including the media

Interrogate suspects and interview complainants and witnesses; conduct confidential criminal and civil investigations

Recognize drug or alcoholic induced behavior, criminal activity, dangerous or threatening behavior, and violations of federal/state/local laws and District policies

Speak, write, and present policies, procedures, reports, and presentations effectively, in court, and to the public, District management, and the media

Set priorities and manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Make quick decisions in emergencies

Direct investigations, make arrests, file criminal complaints and detect and prevent criminal activity

Evaluate and recommend improvements, as needed, in department policies and procedures to align with the needs and values of a diverse community and the law

Prepare clear, concise and comprehensive verbal and statistical reports

Maintain focus and emotional control in stressful and threatening situations

Minimum Qualifications:

Experience:

Current eligibility for appointment as a California Peace Officer with five (5) years recent law enforcement experience with a POST certified agency, plus two (2) years of progressively responsible-supervisory and management experience at the rank of lieutenant or above, or equivalent rank, which includes extensive experience in developing and expanding crime prevention programs, community policing and problem solving and contemporary delivery of police services.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. Preferred experience in working within a higher education environment is highly desirable.

Background investigation required. Successful medical and psychological evaluation required. Candidates must be at least 21 years of age and must be legally authorized to work in the United States under federal law. Ability to work rotating shifts in all weather conditions and work at any time of day or night and in periods of disaster or civil disorder. No felony convictions or other legal restrictions on the ability to carry firearms or to perform other work responsibilities. Meets all other requirements for peace officers and the rank of Chief of Police as established by law and the California Commission on Peace Officer Standards and Training. Must meet CANRA compliance requirement per “California Child Abuse and Neglect Reporting Act (“CANRA,” Penal Code sections 11164-11174.4)”.

Training:

Bachelor's degree in Criminal Justice, Psychology, Public Administration or a closely related field.

License or Certificate:

Possession of a California POST Management Certificate or ability to obtain such within one

(1) year after appointment

Valid Class C California Driver's License

Current (or ability to obtain prior to appointment) American Red Cross certificate in First Aid/CPR/AED

Special Requirements:

Essential duties require the following physical demands and work environment:

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, on a bicycle and at the College Police and Campus Safety Office. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more. may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

Per Title 5 Education Code 59704, Districts shall not hire as a campus police officer an individual with any sustained finding related to moral turpitude, harassment, discrimination, retaliation, abuse of authority or power, excessive use of force, or other misconduct incompatible with the role of a campus police officer under the requirements of, and district policies described in, this subchapter. Districts shall review records related to the current or prior employment of campus police and security officers to the full extent authorized by law.

Candidates must meet the California State Minimum selection standards set forth in Government Code 1029, 1031 and POST Commission Regulations 1950 – 1955, which include regulations relative to satisfactorily passing a background investigation, medical evaluation and psychological evaluation of the final candidate.

Note: Section 70901, Education Code. Reference: Sections 66010.2, 66093, 66700, 67381, 67381.1, 72330, 72330.2, 72330.5 and 70901, Education code; and section 13511.1, Penal Code.

Range: 55

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