

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** Chief of Police

**Department:** Police

**Location:** District Office

**Date:** July 1, 2022

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**POSITION PURPOSE**

As a sworn Peace Officer, and under direction of the Vice Chancellor for Administrative Services, the Chief of Police plans, organizes, coordinates and directs a District-wide police, safety and parking enforcement/management program. The Chief is responsible for planning and coordinating Emergency Preparedness and Emergency Response district-wide, which include earthquakes, other natural disasters, Active Shooter, threats of violence, and crowd control. The position is also responsible for maintaining a safe and secure environment for all related functions of the District by developing a Security Master Plan, establishing and enforcing safety and security policies, procedures and supporting risk management efforts, fire, safety, emergency management and asset protection.

**NATURE AND SCOPE**

The Chief of Police directs program objectives to protect the lives and property of students, faculty, staff, visitors, and the District through the efficient and effective delivery of public safety services; to maximize the protection of District personnel and facilities in accordance with Federal, State and local laws, codes and regulations as well as District public safety policies and procedures. The Chief of Police trains, manages, and evaluates the performance of assigned personnel.

**KEY DUTIES and RESPONSIBILITIES**

1. Plan, organize, coordinate and direct the District's police, safety and parking enforcement - management program compatible with the needs of the College campus communities and established District mission, goals and objectives; responds to public safety issues and concerns of District students and personnel.
2. Develop, direct and evaluate public safety program activities and operations consistent with federal, State and local laws, codes and regulations as well as District policies and procedures; plan and implement work processes which facilitate attainment of established program goals and objectives.
3. Direct the enforcement of all applicable laws to preserve the peace and protect lives, personal property and District facilities; in cooperation with college Presidents and other administrators, develop departmental policies, protocols and procedures; issue directives to meet public safety needs efficiently and effectively.
4. Provide for training opportunities consistent with State Peace Officer Standards and Training (P.O.S.T) requirements for assigned law enforcement, safety and support personnel. Provide continuous department training updates for CPR/First Aid/AED, sexual assault/Clery/SaVE Act, firearms training, SEMS/NIMS, and other necessary skills as required to maintain proficiency.
5. Coordinate District public safety activities with local and regional law enforcement agencies, District personnel and college staff; assure effective interface between dispatch personnel and implement backup policies to preserve the peace and protect lives and property.
6. Develop, maintain and implement a Security Master Plan that provides a holistic view to Safety and Security, including access control; intrusion alarms; emergency phones; mass notification systems; identify management; communications and other systems and applications needed to provide a safe and secure environment.
7. Supervise and maintain access control systems and procedures including key distribution and

custody; select alarm systems equipment lock downs; and coordinate with administrators, Maintenance and Facilities Departments to address and correct safety/security issues on district locations.

8. Collaborate and lead related staff where appropriate on the implementation of infrastructure and physical plant projects that are required to support campus safety and security such as installation of new cameras or emergency phones when new construction is considered
9. Direct and oversee the fingerprinting service for district employees.
10. Oversee the investigation of suspected criminal activities and major incidents that occur on District property; assure appropriate surveillance, collection and preservation of evidence, interrogation of suspects, victims and witnesses, and protection of the constitutional rights of all concerned.
11. Prepare and submit a variety of statistical and narrative reports, proposals, and other materials; assure the organization, preparation, maintenance and retention of public safety records and reports in accordance with legal requirements and District policies.
12. In coordination with the Facilities department, organize and direct District public safety and emergency procedures; confer with District administrators and custodial supervisors to develop comprehensive plans and procedures to assure that all District offices, classrooms, laboratories and other facilities are secured and locked to prevent property damage or loss.
13. Develop and provide security education and awareness, conduct security briefings, and participate in safety inspections, audits, and fire drills.
14. Work with Business Services, Facilities and Maintenance departments for capital improvements on operational security needs as needed. Collaborate with the ITSS and Risk Management to mitigate issues related to cyber security.
15. Direct the planning, development and implementation of systems and processes for an optimal management of District parking including enforcement regulations; plan and implement patrol schedules and citation procedures; plan and direct traffic control for special events and other peak traffic periods.
16. Prepare and administer annual program budgets; prepare recommendations and justifications regarding budget requests; complete program review and ensure applications and services are renewed; authorize expenditures according to District policies.
17. Maintain current knowledge in the field of law enforcement and criminal justice; implement best practices of campus constituency-based policing protocols; participate in professional organizations, regional meetings and conferences and related activities.
18. Recommend and implement techniques to improve department procedures and practices, take advantage of opportunities to maintain state-of-the-art practices and technological equipment, keeping abreast of current trends and practices law enforcement, especially those applicable to educational institutions and community colleges.
19. Assess and determine department equipment needs, and able to prioritize those needs according to budget, safety, operational need, and mission.
20. Know and understand the dynamics of the community-at-large; maintains an effective community outreach and develop good public relations with the community.
21. Select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates; delegate the responsibility for supervision of direct subordinates to the Police Lieutenant to assure efficient and effective performance; establish and monitor performance

standards, priorities and expectations for assigned staff.

22. Provide leadership and demonstrate by example a community policing model for this District, including participation in committees, shared governance, crime prevention and other problem solving approaches to law enforcement in education.
23. Participate in preparation of state and federal grant applications. May be assigned to lead or participate in District-wide or college committees, initiatives, teams or ad hoc groups.
24. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Principles, practices and techniques used in modern California law enforcement, campus safety and crime prevention.
2. Organization and administration of public safety and security functions in a complex organization.
3. Training and certification requirements for law enforcement officers and support staff in compliance with State and Federal statutes.
4. Enforcement and interpretation of Federal, State and local laws, codes and regulations.
5. Specific laws, codes and regulations related to search and seizure, arrest and the chain of evidence.
6. Current trends in law enforcement and court cases affecting police work.
7. Principles of management, supervision and training.
8. Development and implementation of departmental policies and procedures.
9. Correct English composition, grammar, spelling and vocabulary.
10. Budget preparation and administration.
11. Operation of computer equipment and various software programs including criminal information systems, database management, spreadsheet and word processing applications software.
12. Liability issues and risk management as they pertain to community college policing.
13. Familiarity with the Education Code, Administrative Procedures, and District Policies, in addition to knowledge of the Penal Code.

### **Skills and Abilities:**

1. Meet and maintain currency of standards specified by the Commission on Peace Officer Standards and Training (P.O.S.T.).
2. Plan, organize, coordinate and direct a comprehensive law enforcement and public safety program for a community college district.
3. Maintain cooperative working relationships with other law enforcement agencies in the community.
5. Maintain current knowledge trends in law enforcement and court cases affecting police work.

6. Implement procedures and assign staff to enforce laws and protect lives and property.
7. Prepare and administer complex budgets for assigned program areas, and prioritize departmental needs and expenditures.
8. Provide law enforcement operations and training consistent with POST certification requirements.
9. Communicate effectively both orally and in writing.
10. Strong supervising skills.

**Education and Experience:**

1. Bachelor's Degree from an accredited four-year college or university with coursework in criminal justice, public administration, criminology or related field, or an equivalent combination of education and experience, for which similar knowledge and abilities could be acquired.
2. Seven years of increasingly responsible law enforcement experience, including at least four years of supervisory experience with a P.O.S.T.-certified California law enforcement agency.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**Desirable Qualifications:**

1. Master's Degree.

**License and Requirements:**

1. Successful completion of the Executive Course within the mandated time limit set forth by P.O.S.T.
2. A valid California driver's license.
3. CPR certification.

**WORKING CONDITIONS:**

1. Duties are primarily performed in an office environment and within the District's field environment. The office environment may involve prolonged sitting at a desk or computer terminal or attending meetings. The incumbent is subject to frequent interruptions and contact in person and on the telephone with executive, management, supervisory, academic and classified staff, the Board of Trustees and the general public. The field work may involve exposure to adverse weather conditions and a variety of emergency situations including possible exposure to explosives and life-threatening situations, communicable diseases, and physically or mentally-abusive individuals. Work involves frequent travel to crime scenes, major incidents and meetings at various locations within the District and the community.
2. Incumbent regularly stands and sits for long periods of time, walks short distances on a regular basis, travels to various locations to direct the investigation of major crimes and/or incidents, attends meetings and conducts work at various locations in the community and District, uses hands and fingers to operate an electronic keyboard or other office machines; sees to read fine print and operate

computer; hears and understand voices over telephone, police radio, and in person; physically restrains and apprehends combative individuals; potentially utilizes a firearm and administers deadly force against a suspect; reaches with hands and arms; and lifts, carries, and/or moves objects weighing up to 25 pounds. Occasionally moves objects weighing up to 100 pounds; drag 140 pounds. Must be able to remember key information and concentrate for long periods of time.

Board Approved: 4/8/08, 7/8/14 (salary change from M25 to M30), 6/14/22 (reclassified from M30 to M34)  
Salary Range: M34  
EEO Category: 2B1 – Executive/Administrative/Managerial