

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **CHIEF OF POLICE**

*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.*

#### **DEFINITION**

This position is responsible for planning, organizing and directing the law enforcement and emergency management functions of the police department; this position provides general direction of department personnel, operations; implements policies, procedures or agreements pertaining to department operations and related functions; reviews correspondence and reports covering campus and department functions; oversees the patrol operations of the San Marcos campus and education centers; provides for the safety and security of all persons at Palomar College; ensures enforcement of the laws of the state of California and other applicable county and city codes and ordinances; provides general direction to all subordinate staff; oversees investigations of citizen complaints; acts as the appointing authority for all police department personnel; and performs other duties as assigned or required.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Vice President of Finance and Administrative Services and exercises supervision over all subordinate sworn and non-sworn employees, student workers and volunteers.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

##### **Essential Functions:**

1. Command, direct and organize all police department functions; establish objectives for all police department personnel.
2. Develop policies and procedures to accomplish the objectives and goals of the department with the appropriate sensitivity to the dynamics of an academic community.
3. Assure that the enforcement function is performed in accordance with current federal, state and local law and in keeping with all relevant court decisions.
4. Provides appropriate direction and coordination of major criminal investigations that may involve other law enforcement and criminal justice agencies.
5. Maintains familiarity with District-wide policies and procedures.
6. Maintains or a 24/7 "on-call" status in order to respond to all campus emergencies to coordinate the law enforcement/public safety response.
7. Develop, modify and/or eliminate department programs based on the anticipated needs of the campus community.

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8. Coordinate with other campus departments on major emergency preparedness planning.
9. Coordinate police activities with other District departments in an effort to achieve the District's educational mission; maintain continuity and consistency of all department functions; interface with administrators and/or education center directors; maintain positive relationships with the campus community; participate in campus affairs; represent the police department in meetings and on committees.
10. Represent the police department before media and/or special interest groups as directed by the President/Vice Presidents.
11. Comply with all regulations of the California Commission on Peace Officers Standards and Training (POST) for all sworn personnel.
12. Establish the organizational structure of the department to best accommodate the needs of the campus community.
13. Establish and maintain effective communication between the police department and other campus departments to ensure community input and to assess the perception of the operation of the department.
14. Conduct meetings with other departments, various campus groups or units with regard to personal safety and crime prevention on campus.
15. 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 established laws, regulations, policies and procedures.
16. Oversee the effective utilization of personnel through efficient scheduling to meet the needs of the College; monitor expenditures of police department.
17. Develop the department budget; anticipate staffing and equipment needs; and develop short and long-range plans.

**Marginal Functions:**

1. Perform related duties and responsibilities as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Supervisory, management, administrative and command leadership principles.
- Applicable federal, state, county, city and District rules, laws, regulations, codes and policies including laws of arrest, patrol procedures, legal rights of citizens, report writing, field interrogations, traffic investigations, court procedures and rules of evidence.
- Applicable sections of the state Education Code, Government Code, Vehicle Code, California Penal Code, search and seizure laws and juvenile law.
- Working knowledge of current case law decisions as it relates to police procedures.

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**Knowledge of:**

- Principles and procedures for conducting background and internal affairs investigations.
- Financial management responsibilities related to all department functions.
- Modern office procedures, methods and computer equipment including applicable software applications.
- English usage, spelling, punctuation and grammar.
- Community college organizations, operations, policies and objectives.
- State and federal campus law enforcement compliance issues.

**Ability to:**

- Supervise, direct, manage, train and evaluate employees.
- Communicate effectively with students, staff, faculty and the public, both verbally and in writing.
- Speak before varied audiences and to conduct productive meetings.
- To conduct in depth interviews and interrogations.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons; maintain a professional demeanor in all situations.
- Operate equipment including emergency alarm systems, two-way radios, cameras, typewriters, computers and copiers.
- Develop and administer goals, objectives and procedures.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Analyze situations accurately and adopt effective courses of action.
- Work effectively as a department head.
- Take command in emergency situations.
- Serve and work well with citizens, peers and superiors.
- Work long hours and various shifts in diverse environment and inclement weather.
- Communicate effectively both orally and in writing.
- Work with confidential information with discretion.
- Prepare criminal cases for prosecution and to effectively testify in court.
- Exhibit sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of a community college.
- Comply with the Law Enforcement Code of Ethics.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training that would provide the required knowledge and abilities is qualifying.*

**Experience:**

Currently employed as a full-time California peace officer, with at least ten years of progressive experience in California law enforcement.

Campus law enforcement experience in an institution of higher learning is highly preferred.

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**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Criminal Justice Administration, Police Science, Public Administration, Business or a related field.

**License and/or Certificate**

Must possess a POST Supervisory Certificate; must satisfactorily pass a physical examination and psychological testing as established by California POST; must meet all the minimum requirements to be a California Peace Officer as defined in Government Code Section 1031.

Must possess or have the ability to obtain an appropriate valid California driver's license, a valid first aid card and a valid CPR certificate.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environment; subject to working during evening and weekend hours; work involves potentially dangerous situations, contact with hostile or abusive individuals and responding to emergencies; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for apprehension of suspects, walking, running, bicycling, operating motorized equipment and vehicles.