



Classification Title: Police Compliance Coordinator

Department:	Palomar College Police Department	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	29
Supervision Received From:	An Assigned Police Sergeant	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Oversees complex, federally mandated, statistical tracking and reporting including Clery Act compliance and reporting; maintains specialized databases and reporting systems; develops and oversees implementation of police records maintenance policies and procedures; assists with police dispatch operations and activities; coordinates and plans for incident command for emergencies/disasters; coordinates with outside agencies; provides training to District staff; may provide lead-level guidance to lower-level support staff.

DISTINGUISHING CHARACTERISTICS.

The Police Compliance Coordinator is distinguished from Police Support Parking Specialist by the former's responsibility for coordinating and tracking reports, documentation, statistics, incidents command and reporting of the Clery Act.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates the development, implementation and oversight of policies, programs and activities that ensure the District's overall compliance with the Clery Act and associated regulations for the District's main campus and education centers; coordinates and serves on the Clery Act policy task force; coordinates the preparation and publication of reports and lists, ensuring requirements are met and that all information is accurate; gathers crime and disciplinary data from a variety of internal and external sources; prepares, publishes and distributes the Clery Act Annual Security Report.
2. Coordinates, trains and oversees reporting of Campus Security Authorities; trains District administration, counselors and other stakeholders on Clery Act requirements and emergency management procedures.
3. Researches, compiles and prepares statistical reports and studies; may serve as the department's Agency Terminal Coordinator and coordinates with other city, county and California Department of Justice (DOJ) personnel for the administration of the California Law Enforcement Telecommunications Systems (CLETS); interprets information from CLETS, the National Crime Information Center (NCIC) and local computer systems; monitors and audits CLETS usage to ensure compliance with DOJ-mandated policies and procedures; investigates potential misuse and recommends appropriate corrective action; makes required notifications to DOJ.
4. Develops records maintenance policies and procedures and acts as Police Department Custodian of Records; develops and implements a storage plan that includes both physical and digital storage, storage of confidential and sealed

records and the destruction and archiving of older records in conformance with legal standards and limitations; coordinates records access requests and release of information in response to Public Records Act requests.

5. Ensures operational compliance with local, state and federal laws and regulations governing police records and records management services, as well as DOJ requirements regarding the accessing and use of system data; serves as liaison with other law enforcement agencies on recordkeeping and sharing issues; assists with ensuring staff are fully trained and tested on the use of CLETS and on all legal requirements regarding the maintenance and release of police confidential records.
6. Manages the registration of court-mandated sex, drug and arson registrants and ensure timelines for entry and transmission of data to DOJ and ensures Clery Act information release requirements are met; coordinates with probation and patrol officers to monitor sexual offense registrants.
7. Assists with coordinating police dispatch operations and activities; assists with monitoring the work of dispatch staff for completeness, accuracy and conformance with District and divisional standards; provides information, guidance and training on work processes, program services, tracking and reporting, and technical procedures; resolves or escalates issues related to administration of program services, department operations, scheduling and human resources-related issues; coordinates and participates in the recruitment, training and work direction of assigned hourly workers; assists in scheduling and tracks hours worked by hourly workers.
8. Coordinates and promotes local and regional public safety relationships; serves as liaison between the District and other local, regional, state and federal agencies; represents the District to coordinate or assist in coordination of disaster preparedness, training, response and grants; prepares interagency and mutual aid agreements; confers and coordinates with public, not-for-profit and private sector agencies for support to the District in the event of a declared emergency; assists with the recovery of funds from state and federal governments.

Marginal Functions:

1. Acts as alternate Emergency Operations Center Coordinator.
2. Acts as a member of Incident Command Team to coordinate communications.
3. May testify in court on records management and dispatch issues when subpoenaed.
4. Represents the department at community meetings and events.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible public safety records management or statistical reporting experience involving multiple interrelated automated systems and databases.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

Department of Justice Training Certificate for CLETS Informacast and ACC required within six months of appointment.

Preferred Qualifications:

1. Clery Act statistical tracking knowledge, preferably in a college environment.

2. An associate's degree from an accredited college or university in administration of justice, business, management or a closely related field..
3. Successful completion of required instructor-level courses as outlined by ICS/NIMS (Incident Command Systems/National Institute Management System) for an Emergency Management Coordinator highly desired.

Knowledge of:

1. Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Violence against Women Act, Title IX and associated regulations.
2. Crime statistical data tracking, research methods and data analysis techniques.
3. Techniques, procedures and methods used in the operation of police records management, programs and systems.
4. Police terminology and criminal codes, vehicle codes and statutes and ordinances relating to law enforcement.
5. Operational characteristics of law enforcement computerized and telecommunications equipment and programs.
6. Principles, methods and practices of emergency operations center activation and operation.
7. Federal, state and local laws, policies and directives applicable to areas of responsibility including Sexual Registrant, National Institute Management System (NIMS), and Federal Communications Commission (FCC) requirements.
8. Adult training practices and techniques.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
11. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
12. Provisions of the California Public Records Act and the Ralph M. Brown Act.
13. Modern office practices, procedures and equipment including computers and applicable software programs.
14. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Assigning and inspecting the work of lower-level staff.
2. Making calculations and tabulations and accurately processing and reviewing statistical and related reporting documents.
3. Exercising judgment, discretion and decision-making to integrate emergency responses with organizational priorities and objectives under tight deadlines and in crisis situations.
4. Communicating clearly and effectively, both orally and in writing.
5. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
6. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
7. Organizing and maintaining specialized files and databases.
8. Maintaining confidentiality of student files and records.
9. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
10. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.

11. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office and field conditions, and the noise level is usually quiet to moderate. The employee occasionally works in outdoor weather conditions; on uneven or slippery surfaces; near moving equipment; and near heavy traffic. The employee is occasionally exposed to biological hazards; disease/infestations; and disturbing or traumatic events. Work requires responding to emergency calls 24/7, if called upon.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods; use hands to repetitively finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to lift up to 50 pounds unaided.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.