



**Classification Title: Chief of Police**

<b>Department:</b>	Palomar College Police Department	<b>EEO6 Code:</b>	1
<b>Employee Group:</b>	Administrative Association (Classified Administrator)	<b>Salary Grade:</b>	67
<b>Supervision Received From:</b>	Assistant Superintendent/Vice President, Finance and Administrative Services	<b>Date of Origin:</b>	7/2012
<b>Supervision Given:</b>	Administrative, supervisory, classified, and hourly, and volunteer employees	<b>Last Revision:</b>	9/2023

*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.**

Responsible for administering and overseeing all operations of the Palomar College Police Department (“Police Department”) and District parking services; plans, organizes and directs the law enforcement and emergency management functions of Police Department; provides general direction of department personnel; oversees the patrol operations of the San Marcos campus and education centers; provides for the safety and security of all persons at Palomar College; oversees investigations of citizen complaints; acts as the appointing authority for all Police Department personnel.

**DISTINGUISHING CHARACTERISTICS.**

The Chief of Police is distinguished from the Police Lieutenant by its responsibility for providing leadership and direction of all operations of the Police Department.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related managerial activities.
2. Commands, directs, and organizes all Police Department functions; establishes objectives for all Police Department personnel.
3. Collaborates with internal departments and external agencies to evaluate and interpret federal, state, and local regulations, policies, and procedures, evaluating needs, options, and funding requirements.
4. Plans, organizes, administers, develops, implements, and evaluates Police Department programs, projects, services and activities; provides program analysis and participates in strategic and student services planning.
5. Prepares a variety of complex and narrative reports; oversees the maintenance of accurate records and files.
6. Provides program analysis and participates in strategic planning; facilitates planning and collegial decision-making and keeps staff informed about issues and projects for Police Department programs.
7. Establishes the direction and leadership of Police Department programs; maintains liaisons with other administrators; coordinates Police Department activities with other District departments and education centers; maintains continuity

and consistency of all department functions; interfaces with District administration; maintains positive relationships with the campus community; participates in campus affairs.

8. Represents the Police Department before the media and/or special interest groups
9. Ensures compliance with all regulations of the California Commission on Peace Officer Standards and Training (POST) for all sworn and non-sworn personnel; ensures that all programs, services and functions comply with Federal, State and local codes, rules, regulations, ordinances and District policies and procedures.
10. Establishes the organizational structure for the Police Department to best accommodate the needs of the campus community; establishes and maintains effective communication between the Police Department and other campus departments to ensure community input and to assess the perception of the operations of the department.
11. Participates in/on a variety of committees, task forces, meetings, and/or other related groups in order to receive and/or convey information; represents the District in the local community and at city, county, regional, state, and national levels.
12. Maintains current knowledge of new developments and innovations in the Police Department; recommends changes to maintain relevance of programs and meet student and community needs.
13. Commands, directs, and organizes all Police Department functions; develops policies and procedures to accomplish the objectives and goals of the department with the appropriate sensitivity to the dynamics of an academic community; assures that the enforcement function is performed in accordance with current federal, state, and local codes, laws, and regulations and in keeping with all relevant court decisions.
14. Provides appropriate direction and coordination of major criminal investigations that may involve other law enforcement and criminal justice agencies; maintains familiarity with District-wide policies and procedures; maintains 24/7 "on-call" status in order to respond to campus emergencies and to coordinate the law enforcement and multi-agency public safety response.
15. Develops, modifies, and/or eliminates department programs based on the anticipated needs of the campus community; coordinates with other campus departments; directs personal safety and crime prevention programs on campus.
16. Plans, develops, and administers short and long-term plans and implements annual goals and objectives; develops and implements procedures for the maintenance, use and security of supplies and equipment.
17. Exercises leadership in the development of the program budgets and manages financial resources consistent with District policy and sound financial management principles, including monitoring and approving expenditures; allocates scarce resources among competing requests for funds.
18. Serves as an advocate for the District and liaison with local, state and regional public safety agencies and organizations.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:**

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

**Experience:**

Seven years of law enforcement experience, including two years of supervision and/or management responsibility with a POST law enforcement agency.

**Education/Training:**

A bachelor's degree from an accredited college or university in criminal justice, public administration, or a field related to the responsibilities of the position.

**License and/or Certificate:**

1. Successful completion of Government Code 1031 requirements and polygraph examination.
2. Possession of POST Advanced, Supervisory and Management certificates by time of appointment.
3. Possession of an appropriate, valid California Driver's License by time of appointment.
4. Possession of valid First Aid and cardiopulmonary resuscitation (CPR) certifications by time of appointment.

**Preferred Qualifications:**

1. A degree in modern policing from a California Community College (pursuant to Title 5, Section 59704(c) of the California Code of Regulations)

**Knowledge of:**

1. Managerial and leadership principles and practices.
2. Labor organizations.
3. Background and internal investigation principles, practices, and methodologies.
4. Administrative methods and procedures relevant to police department operations.
5. Basic research methods and report writing techniques.
6. Principles of business letter writing and report preparation.
7. Budgeting principles and practices.
8. Public relations principles, including the use of tact, patience and courtesy.
9. Community college organization, operations, policies and objectives.
10. Applicable federal, state and local codes, laws and regulations and policies including laws of arrest, patrol procedures, legal rights of citizens, report writing, field interrogations, traffic investigations, court procedures and rules of evidence.
11. Applicable sections of the California Education Code, Government Code, Vehicle Code, and Penal Code; search and seizure laws; and juvenile law.
12. Law enforcement compliance issues relevant to a community college campus.

**Skill in:**

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing, administering, and maintaining multiple budgets.
6. Interpreting complex data and information.
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile persons and situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and exercising discretion.

13. Reading, interpreting, applying, and explaining rules, regulations, policies and procedures relevant to police department operations.
14. Planning, developing, and evaluating programs, and activities of a police department.
15. Speaking in public.
16. Evaluating recommendations for program improvements and/or new program efforts and making appropriate determinations on applicability.
17. Developing and administering goals, objectives, and procedures.
18. Taking command in emergency situations.
19. Preparing criminal cases for prosecution.
20. Testifying effectively in court.
21. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
22. Complying with the Law Enforcement Code of Ethics.
23. Conducting in-depth interviews and interrogations.
24. Operating a variety of equipment related to law enforcement, including emergency alarm systems, two-way radios, cameras, and copiers.
25. Analyzing situations accurately and adopting effective courses of action.
26. Working independently with little direction.
27. Preparing reports by compiling and organizing data from a variety of sources.

## **WORKING CONDITIONS.**

### **Environmental Conditions:**

Indoor and outdoor environment; subject to working during evening and weekend hours; responsibilities require maintaining 24/7 on-call status; 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. Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students.

### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary to perform the job functions with or without accommodation, such as apprehending suspects, walking, running, bicycling, operating motorized equipment and vehicles and positioning and maintaining traffic barricades. Position requires travel to District and other locations.

## **TERMS OF EMPLOYMENT.**

1. This position requires successful completion of California Government Code 1031 requirements prior to employment. The employment process includes the following components:
  - A background investigation.
  - A polygraph examination at the discretion of the District.
  - A psychological evaluation.
  - A medical examination.
2. The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.