

DIRECTOR OF POLICE, SAFETY AND EMERGENCY SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	PM12	05/01/11	Classified Management	1 of 2

DEFINITION: Under direction of the Vice Chancellor, Administrative Services, the Director of Police, Safety and Emergency Services plans, organizes, coordinates and directs the District Police Safety Services operation; inspects, monitors, reviews and audits the Police Safety Services functions and activities; serves as a resource to college and District personnel regarding security and police safety service procedures; serves as a liaison to other public safety organizations; and performs other related functions as directed. This position may be required to provide day-to-day supervision at a college campus, attend college management meetings, and periodically meet with the college Presidents to discuss policies and procedures.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

Plans, organizes, coordinates and directs the District Police Safety Services operation, including the determination of operational policies, guidelines, priorities, and the approval of scheduling and control of ongoing operational functions.

Coordinates and plans activities for emergency preparedness, prevention, response, recovery, and mitigation throughout the District.

Continually reviews legislative change and legal mandate implementation to ensure District compliance.

Plans, organizes, develops and implements operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.

Plans, organizes and supervises the development and maintenance of mid- and long-range planning programs, including implementation and maintenance of a systematic data management, storage and retrieval system.

Plans, organizes and supervises a program of inspection and review of operational facilities and equipment to ensure that potential safety hazards are corrected and prevented.

Reviews, approves, requisitions and orders Police Safety Services operational supplies, materials and equipment.

Plans, organizes, and participates in the budget planning process, and develops and implements an expenditure control process.

Counsels and advises college personnel regarding facility security, parking regulations and Police Safety Services related problems and concerns.

Assists in the development of policies and procedures pertaining to the District Police Safety Services operations, as well as provides communication forums for interior and exterior stakeholders.

Assists subordinate personnel in resolving complex and unusual Police Safety Services related problems and concerns.

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Evaluates the performance of supervisory Police Safety Services personnel, including the use of motivational strategies and techniques to ensure improved performance.

REPORTING RELATIONSHIPS:

The Director of Police, Safety and Emergency Services reports to the Vice Chancellor, Administrative Services. Positions directly responsible to the Director of Police, Safety and Emergency Services are the Lieutenants of College Police and Safety.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive District Police Safety Services operation.
- Equipment, materials and supplies commonly utilized in a Police Services operation.
- Legal mandates, policies, regulations and operational procedures pertaining to a community college Police Services operation.
- Practices, procedures, techniques and strategies for determining operational effectiveness.
- Police Services operational safety standards and law enforcement standards of conduct and ethics.

Ability to:

- Effectively and efficiently plan, organize and supervise the functions and activities of a comprehensive District Police Safety Services program.
- Plan, organize, assign, direct, and evaluate the functions and activities of a college police service organization.
- Accurately estimate operational time requirements and determine work performance standards.
- Plan, organize, establish and maintain an effective and efficient data management, storage and retrieval system.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain effective organizational human relationships.

Experience: and Education

Five (5) years of increasingly responsible experience in law enforcement, including two (2) years in a command position of lieutenant or higher.

Education:

Bachelor of Arts or higher degree from an accredited college or university with a major in Police Science, Public Administration or closely related field.

Certificate and License Requirement

Possession of a valid California Motor Vehicle Operator's License.
Possession or eligibility to obtain a POST Management Certificate.