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.

JOB SUMMARY.

Responsible for the operations of the Police Department and parking services; plans, organizes and directs the law enforcement and emergency management functions of the 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 to 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, subject to management concurrence and in accordance with applicable College policies, 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 salary reclassifications; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory 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 programs; maintains liaisons with other administrators; coordinates Police Department activities with other District departments; maintains continuity and consistency of all department functions; interfaces with administrators and/or education center directors; maintains positive relationships with the campus community; participates in campus affairs.

8. Represents the Police Department before the media and/or special interest groups; complies with all regulations of the California Commission on Peace Officer Standards and Training for all sworn and non-sworn personnel.

9. 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.

10. Ensures regulatory compliance with the California Commission on Peace Officer Standards and Training.

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 College 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 implement 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 and re-allocates scarce resources among competing requests for funds.

18. Ensures that all programs, services and functions comply with Federal, State and local codes, rules, regulations, ordinances and District policies and procedures.

19. 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.**

**Knowledge of:**
1. Managerial and leadership principles and practices.
2. Labor organizations.
3. Background and internal investigation principles, practices, and methodologies.
4. District-wide administrative methods and procedures.
5. Basic research methods and report writing techniques.
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.
12. State and federal campus law enforcement compliance issues.

**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.
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.
14. Planning, developing, and evaluating programs, and activities.
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. Exhibiting sensitivity to and understanding of the cultural, socioeconomic, and ethnic diversity of a community college.
22. Complying with the Law Enforcement Code of Ethics.
23. Conducting in depth interviews and interrogations.
24. Operating a variety of equipment, 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.

**Experience and 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:**

Ten years of progressively responsible and demonstrated law enforcement experience, including two years of supervision and management responsibility with a California P.O.S.T. law enforcement agency.

**Education/Training:**

Bachelor's degree from an accredited institution in criminal justice, public administration, or a field related to the responsibilities of the position.

**License and/or Certificate:**

Successful completion of Government Code 1031 requirements and polygraph examination. Possession of P.O.S.T. Advanced and Management or Supervisory certificates. Possession of, or ability to obtain, an appropriate, valid California Driver's License and valid First Aid and CPR certifications.
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. Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for apprehension of suspects, walking, running, bicycling, operating motorized equipment and vehicles and positioning and maintaining traffic barricades. Must be able to travel between education centers, satellite sites and other District locations.