IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF CAMPUS SAFETY AND SECURITY

BASIC FUNCTION:

Under administrative direction of the Vice President for Business Services, effectively manages campus safety and security operations in accordance with the all federal, state, and local regulations (e.g. California Commissioner on P.O.S.T., the California Community Colleges Chancellor's Office, etc.) at multiple site locations; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assumes management responsibility for campus safety and security operations and activities including parking administration and public transportation programs.

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

Plans, directs, coordinates and reviews the work plan for police officers, classified, temporary and contract security staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

Selects, trains, motivates and evaluates security and/or police officers, classified, temporary and contract security staff personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Oversees and participates in the development and administration of the department budget; participates in the forecast and recommendation of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.

Enforces and oversees enforcement of applicable laws on District premises; identifies violators, issues warnings and citations, initiates student disciplinary proceedings and/or makes arrests as warranted; coordinates with external law enforcement agencies regarding responsibilities and responses.

Oversees patrolling of District properties to deter potential violators and apprehend violators;

responds to and/or oversees response to calls for service, including crimes in progress, reports of crimes or suspicious circumstances.
Oversees implementation of District crime prevention strategies; coordinates with appropriate District educational programs staff members to facilitate student participation in campus law enforcement.

Interviews persons suspected of offenses and infractions and witnesses thereto; collects and evaluates statements and evidence; prepares written reports of investigations; conducts searches of persons and property and makes seizures of evidence in accordance with legal requirements; conducts research to effectively conclude investigations.

Oversees and evaluates the District's disaster /emergency preparedness plans and training. Chairs the Environmental Health and Safety Committee. Ensures compliance with federal and state preparedness requirements (SIMS/NEMS). Responds to emergencies on District premises, providing control and assistance and coordinating emergency personnel; coordinates emergency services provided by external agencies in conformity with District policies and procedures.

Manages District parking program; researches and analyzes data and makes recommendations for planning of parking facilities, resolution of security and funding issues, and enforcement of laws, regulations and procedures; manages collection of District parking fees and fines and issuance of parking permits; resolves day-to-day District parking and traffic management problems; assures parking/traffic laws, regulations and procedures are appropriately enforced.

Oversees records maintenance, records of crime, incident, property, and collision reports, and records of parking, criminal, and court citations; submits required reports to appropriate outside agencies; and reports crime statistics and security information in accordance with uniform crime reporting standards and as required by the Clery Act.

Serves as the liaison for the department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues. Ensures that appropriate Mutual Aid and Memorandums of Understanding agreements are established and maintained.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and campus security; incorporates new developments as appropriate.

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned functions.

KNOWLEDGE OF:

Operational characteristics, services, and activities of a law enforcement program for community colleges.

Principles and practices of law enforcement and security.
Principles and practices of program development and administration.
Methods and techniques of apprehension, detention, and criminal investigation.
Pertinent federal, state, and local laws, codes, and regulations including Vehicle Code, Penal Code, and Education Code.
Laws pertaining to crime reporting, victim's rights, and public disclosure, including the Clery Act.
Methods and techniques of public relations.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping and filing.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Occupational hazards and standard safety practices (e.g. OSHA).
English usage, spelling, grammar, and punctuation.

ABILITY TO:

Oversee and participate in the management of a comprehensive community college law enforcement program.
Oversee, direct and coordinate the work of staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Analyze and prepare clear and concise administrative and financial reports.
Perform criminal investigations, issue citations and make arrests.
Maintain a variety of files and records and prepare comprehensive police reports.
Provide immediate first aid in emergency situations as a California Peace Officer.
Effectively carry and use a firearm according to established regulations and procedures.
Plan and organize work to meet changing priorities and deadlines.
Work cooperatively with other departments and outside agencies.
Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university with major course work in law enforcement, criminal justice or a related field; a valid P.O.S.T. certification. Five years of increasingly responsible law enforcement experience including at least two years of administrative and supervisory responsibility. Preference is given for those with law enforcement experience on a campus of higher education.

LICENSE AND OTHER REQUIREMENTS: Possession of a valid P.O.S.T. certification as described in California Penal Code Section 832 et seq., and specifically set forth in California Government Code Section 1031. Ability to carry a firearm. Possession of an appropriate, valid driver's license. Possession of a valid C.P.R. Certificate.

WORKING CONDITIONS: Duties are performed in indoor and outdoor environments. The employee is regularly exposed to a variety of potentially dangerous situations and special projects. Is required to vary work schedule to ensure a safe campus and may be assigned to work evenings, weekends, and holidays as needed or directed.

PHYSICAL DEMANDS: Must sit, stand and walk for long periods of time; use hands to finger, handle, or feel objects, a keyboard or other office machines, tools or controls; reach with hands and arms; speak clearly and distinctly to provide information. Will be exposed to situations requiring running, jumping, bending, lifting, defensive tactics, and appropriate use of force (with a variety of equipment).