

RIVERSIDE COMMUNITY COLLEGE DISTRICT

CHIEF OF POLICE

BASIC FUNCTION: Under the general direction of an appropriate administrator, the Chief of Police is a sworn peace officer with overall district-wide management responsibility for police operations. This position functions in coordination senior management at the District and Colleges. This position oversees the day-to-day operations of the department and compliance with the District's strategic goals and objectives. This position is responsible for the enforcement of policies effecting public safety throughout the District, maintaining fiscal sensitivity and demonstrating understanding of the relationship between financial accountability and resource design, and serving as a role model with students, faculty, staff, community members, outside agencies, and all District and College stakeholders.

SUPERVISORY RESPONSIBILITIES: The Chief of Police may directly supervise staff employed within the Police Department.

REPRESENTATIVE DUTIES (*Illustrative only*):

1. Serves as the District's community policing advocate;
2. Develops and implements policies and procedures related to law enforcement and administrative areas of operation;
3. Plans, organizes and directs the work of the department and ensures departmental operations occur in accordance with current federal, state, regulatory, statutory, and local laws;
4. Conducts management and staff collaboration meetings;
5. Oversees investigations and coordinates with appropriate individuals within the District;
6. Coordinates police activity with other law enforcement agencies;
7. Prepares and implements the department's strategic plans, including the budget, prepares reports (such as the Clery Report) and makes presentations to a variety of stakeholders;
8. Manages routine audits and inspections of departmental activities and equipment;
9. Coordinates emergency preparedness with other District, College and campus units;
10. Manages the fiscal direction and accountability for daily police operations;
11. Serves as the Training Compliance Officer so as to ensure the department adheres to regulations required of all POST (Peace Officers Standards and Training) certified entities as well as all other officer training needs;
12. Reviews and recommends adjustments, as appropriate, to the department's organizational structure;
13. Supervises staff as appropriate, including but not limited to hiring, planning and directing work activities, evaluating, and disciplining assigned personnel;
14. Provides guidance, advice and recommendations related to community matters, criminal intelligence and activity, and other important elements of the policing function, often working with District leadership, Trustees, community members and the general public; and,
15. Other duties, as required.

KNOWLEDGE OF:

- Current police practices, protocols and procedures;

- California criminal justice system;
- Local, state and federal laws applicable to the police function generally, and to the Riverside Community College District police function specifically;
- Labor issues and personnel management in a collective bargaining environment;
- Principles, procedures and legal constraints for conducting background and internal investigations;
- Basic computer skills and software, such as Microsoft Office;
- Management methods, philosophies, and specific law enforcement practices and legal issues;
- Complex financial and budgeting issues; and,
- Unique culture of a sophisticated, academic environment.

ABILITY TO:

- Communicate the needs and attitudes of faculty, staff, and students to traditional law enforcement personnel;
- Promote development and effectively manage a multicultural workforce and adjust to changing management styles within the campus leadership;
- Model proper and impeccable professional ethics;
- Demonstrate professional ethics and expect the same from all co-workers (regardless of rank or position)
- Effectively supervise, manage, lead, train, develop and evaluate employees;
- Apply positive and negative reinforcement, and to praise and reward employees;
- Take command in emergency situations;
- Delegate tasks and require accountability;
- Communicate clearly, in writing (e-mail, correspondence and reports to include communicating with difficult or angry people, whether planned or impromptu);
- Speak before varied audiences;
- Serve and work well with citizens, peers, co-workers, colleagues, supervisors, District executives and elected officials;
- Work well with personnel of allied agencies, from the rank-and-file through the command staff;
- Accept instructions and direction from supervisor in a positive manner;
- Meet deadlines and complete tasks in a timely manner;
- Maintain a professional demeanor in all situations; and,
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

EDUCATION: Education and/or experience equivalent to a bachelor's degree. Education equivalent to the completion of a bachelor's degree from an accredited college or university is desirable, and an advanced degree is preferred.

EXPERIENCE: This position requires a minimum of ten years of increasingly responsible law enforcement experience in all major phases of police work, including three years of administrative and supervisory experience at a level comparable to a police lieutenant or six years as a police sergeant. Experience working in a college or university environment, and with culturally diverse populations is preferred.

LICENSES-CERTIFICATIONS REQUIRED: 1) The RCCD Chief of Police is a sworn peace officer of the State of California. California Penal Code §832.4(c) states: "Each police Chief, or any other person in charge of a local law enforcement agency, appointed on or after January 1, 1999, as a condition of continued employment, shall obtain the basic certificate issued by the Commission on Peace Officer Standards and Training within two years of appointment." 2) Possession of California POST (or equivalent) Basic, Intermediate, Advanced and Supervisory Certifications is required at the time of appointment. Possession of a California POST (or equivalent) Management Certificate is preferred at the time of appointment. 3) Valid California driver's license is required at the time of

appointment.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, colleagues across the department and the District; staff, faculty and students; fellow law enforcement and public safety professionals; the general public; elected, public officials; local, regional, state and federal agencies; and other community college districts.

PHYSICAL EFFORT: While the Chief of Police is not a first-responder, it is possible that s/he may periodically be called upon to assist in, supervise, and/or monitor field activities (e.g., major crime scenes, dignitary protection details, special event deployments, demonstrations, protests, etc.). Normally, s/he can expect to experience extended periods of time sitting and sitting at a keyboard, walking, standing, driving, and climbing stairs.

Must pass a physical examination and be free of any physical disabilities that would restrict performance as a police Chief at time of appointment.

WORKING CONDITIONS: This position will require being on-call 24/7, ability to respond at all hours, and will require flexibility in schedule to include periodic meetings and maintenance of non-traditional/routine office hours (i.e., outside of 8am-5pm, Monday-Friday).

The duties of this position are primarily conducted in a normal office environment. However, circumstances may require or result in spending extended time outdoors, potentially in extreme heat or cold, and with the possibility of exposure to hazardous chemicals.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.