

Position: Captain of Campus Police

Grade: 28 (Management Team Salary Schedule)

### **Summary**

Plans, supervises, assesses and evaluates the activities, information and services of campus police and serves as the department administrator/manager in the absence of or in coordination with the Chief of Campus Police Services.

### **Distinguishing Career Features**

The Captain of Campus Police reports to the Chief, Campus Police Services and is responsible for day-to-day supervision of departmental activities and special functions as assigned. The position requires management competence to assist the Chief in law enforcement and crime prevention work. Assures Department compliance with California P.O.S.T., federal, state, and District requirements, policies, procedures, regulations, and laws.

### **Essential Duties and Responsibilities**

- Participate and assist the Chief to plan, coordinate and administer the development of Campus Police Services operations, and policies and procedures.
- Coordinate, develop, prepare and present periodic reports and external audits for California P.O.S.T., C.L.E.T.S., the Departments of Education and Justice; and District emergency preparedness including SEMS, NIMS, and CERT as well as other groups and or organizations.
- Plan, design and implement work schedules and staff development activities for assigned personnel in order to provide security and police services to the College community and facilities.
- Participate in the planning, development, implementation and management of the Campus Police Services department budget as assigned.
- Prepare, supervise, and direct work schedules; conduct inspections for conformance to dress and uniform codes.
- Plan, coordinate, and supervise surveillance, patrol, dispatch, and office clerical activities. Authorizes expenditures, staffing adjustments, and makes appropriate administrative decisions regarding department operations.
- Assign duties to and monitor and evaluate the work performance of subordinate staff. Coordinate and conduct performance evaluations and disciplinary actions, as needed.
- Supervise the parking and traffic control programs ensuring that parking lots, roadways, and pedestrian walkways are adequately patrolled. Oversee and issue citations for parking and motor vehicle violations.
- Perform the duties and responsibilities of the Chief of Campus Police Services in the absence of, or in coordination with, the Chief.

- Participate in the administration of and compliance with collective bargaining agreements, Board Policies, Administrative Procedures, and the Campus Police Services Department Policy Manual.
- Respond to crime and accident scenes. Supervises and participates in investigations.
- Oversee collection and preservation of evidence and disseminates criminal intelligence to other agencies.
- Participate in the recruitment and selection of campus police personnel.
- Plan and implement relevant and required training programs for campus police personnel.
- Coordinate police activities with other campus organization units and with outside agencies as directed.
- Represent the College and/or department at designated campus, community and law enforcement activities and events.
- Respond to requests for information and complaints. Follows up with response, referral, or other written communication.
- Participate in establishing and maintaining community partnerships; and attend events and interact with community organizations.
- Perform the duties of a watch commander of Campus Police Services Officers as assigned.
- Participate on committees, task forces, and in special assignments.
- Lead, supervise and train campus police personnel to provide high quality of service.
- Ensure accuracy of print and online publications related to the area of responsibility.
- Maintain currency of knowledge and skills related to the duties and responsibilities.
- Perform other related duties as assigned.

## **Qualifications**

### **Minimum Qualifications in Education and Experience**

- An Associate's Degree with major course work in Criminal Justice, Business, Public Administration, or Police Science or a related field.
- Five years of experience in law enforcement.
- Two years of experience in a management or supervisory law enforcement position.

### **Licenses and Certificates**

- Possession of a current Supervisor Certificate issued by California P.O.S.T.
- Possession of a valid California Driver's License.
- Possession of a valid First-Aid certificate and a current CPR certificate.
- Possession of a Management Certificate issued by P.O.S.T. or completion of the Management Course within one year of employment with the District. Continued employment is conditioned on completion of the Management Course.

## **Pre-Employment Qualifications:**

- Satisfactorily meet the background and character qualifications for this position pursuant to the provisions of California Government Code § 1031(d), and in accord with standards established by California P.O.S.T.
- Satisfactorily pass the physical and psychological examinations administered pursuant to the provisions of California Government Code § 1021(f), and in accord with standards established by California P.O.S.T.

## **Knowledge and Skills:**

This position requires professional knowledge of:

- Principles, practices, and procedures of modern public safety administration, organization, and operation.
- Principles and practices of campus and community policing programs, public safety procedures and emergency response planning.
- Investigation procedures.
- Pertinent federal, state, local and laws and ordinances and District policies and procedures including applicable sections of the California Penal Code, Education Code, Motor Vehicle Code, Health and Safety Code, Business and Professions Code, and other laws related to the area of responsibility.
- Current social, political and economic trends and operating issues affecting community colleges.
- Philosophy and objectives of the community college.
- Principles and practices of supervision, training, performance evaluation, and personnel management.
- First aid techniques.

This position requires demonstrated skill in:

- Use and care of police equipment.
- Oral and written language to prepare reports and professional correspondence, give testimony in a court of law, to make presentations and conduct trainings.
- Business math to prepare and administer budgets and statistics.
- Using a personal computer to access information and prepare reports.
- Human relations to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

## **Abilities:**

This position requires the ability to:

- Plan, organize, coordinate and supervise assigned activities within the department in a manner conducive to full performance and high morale.
- Analyze problems, identify solutions, anticipate consequences of proposed actions, and implement recommendations in support of goals.
- Implement annual performance plans.
- Meet and deal tactfully and professionally with the campus and community.
- Interpret and apply federal, state, California P.O.S.T. and local policies, procedures, laws, and regulations.
- Learn, interpret, and apply State Education Code, Government Code, Title 5, and

other federal and state regulations as related to the responsibilities of the position.

- Work constructively to resolve conflict and develop a consensus.
- Assume command by acting quickly and calmly in emergencies.
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the College.
- Understand and be sensitive to and committed to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.

### **Physical Abilities**

This position requires the physical ability to:

- Work indoors and outdoors primarily engaged in work of a moderately active nature.
- Meet physical requirements as determined by a competent expert and required by state law.
- Maintain sufficient physical fitness to apprehend and restrain fleeing suspects, accomplish crowd control, and function well under stressful conditions.
- See with sufficient near and far visual acuity (correctable 20/20 vision and color recognition) to conduct surveillance and read printed materials with or without accommodation.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer) in order to read, recognize printed materials, and computer screen.
- Use hearing for ordinary conversation and to hear sounds in order to respond to normal and emergency situations with or without accommodation.
- Maintain hand-eye-body coordination to restrain a human suspect.
- Project voice over distances and background noise with or without accommodation.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Work any shift in a 24-hour operation and perform work on days not normally assigned.

### **Working Conditions**

Work is performed indoors and outdoors where safety considerations exist in hostile situations.

**Revised: February 28, 2012**  
**October 19, 2022**