

Chief of Police
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=236227>

Downloaded On: Jun. 29, 2024 9:31pm

Posted May 16, 2024, set to expire Jan. 28, 2025

Job Title	Chief of Police
Department	Police Department
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	May 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Administration - Other
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Chief-of-Police_REQ12094
Apply By Email	
Job Description	

Title:Chief of Police

Job Category:Classified Administrators and Managers

Job Opening Date:May 16, 2024

Job Closing Date:June 18, 2024

Location:Saddleback College

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Work Location:Mission Viejo, CA

Department:Police Department

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Monday - Friday

Work Hours:8:00 am - 5:00 pm

Hours Per Week:40

Percentage of Employment:100%

Months of Employment:12

Salary:Annual salary starting from \$147,360 to \$207,348

Required Documents:

Resume, Cover Letter, Basic Certificate issued by POST, Advanced POST Certificate and Management POST Certificate.

Job Description:

District Management Team Salary Schedule - Range 17

Application materials must be received by 11:59 pm 06/17/2024.

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Required Document: Resume, Cover Letter, Basic Certificate issued by POST, Advanced Certificate issued by POST, and Supervisory Certificate issued by POST.

Applications missing the required document will not be considered.

SUMMARY DESCRIPTION

To plan, develop, organize, coordinate, direct, review and evaluate college-wide police, security, emergency response, disaster preparedness, parking control and revenue generation programs, services, operations, activities and processes to protect the lives and property of students, faculty, staff and the College; assure the protection of College personnel and facilities in accordance with federal, State and local laws, codes and regulations as well as district and College public safety policies and procedures.

To train, supervise and evaluate the performance of assigned personnel. To prevent, deter and suppress unlawful activity by implementing community-oriented and problem-oriented policing strategies and techniques for the College, including the direction, coordination and review of policies and procedures for the physical security of building and equipment for the College and other assigned grounds or properties owned, operated, controlled or administered by the College or District; coordinate assigned activities with other departments and with local law enforcement agencies and federal and State agencies, as required; prepare and administer annual program budgets; and provide highly responsible and complex administrative assistance to the Vice President for College Administrative Services.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence, innovation and customer service among the staff and promote an equity-centric organizational culture that values diversity in all its forms as an institutional imperative, both in achieving student access and success.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from a Vice President for College Administrative Services. Exercises

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direct functional and technical supervision over assigned supervisory, police, security, administrative support and clerical staff.

REPRESENTATIVE DUTIES

The following duties are typical for this position. 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.

1. Plan, develop, organize, coordinate, direct and evaluate police, security, emergency response, disaster preparedness, parking control and revenue generation programs, services, operations, activities and processes, ensuring compliance with federal, State and local laws, codes and regulations as well as District and College mission, goals, objectives, policies and procedures.
2. Respond to public safety, security and parking issues and concerns of College students and personnel; plan, develop and implement organizational structures and appropriate work processes, methods and procedures that facilitate attainment of established program goals and objectives and optimize efficient and effective delivery of services; issue directives to meet public safety needs efficiently and effectively.
3. Train, supervise and evaluate the performance of assigned law enforcement, security and support personnel; provide for training opportunities consistent with the State of California Police Officer Standards and Training (POST) requirements; delegate and review assignments and projects; establish and monitor performance standards, timelines, work priorities and expectations for assigned staff.
4. Provide leadership, and demonstrate by example, a community-oriented policing model for the College, including participation in committees, participatory governance, crime prevention and other problem-solving approaches to law enforcement in education.
5. Organize and promote ongoing training and programs that teaches how to serve all communities equitably and facilitate conversations around racism and injustice.
6. Prepare and administer annual program budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations; maintain inventory control over equipment purchased by or assigned to the College related to areas of assignments.
7. Communicate with administrators and support personnel, representatives of college groups, State and federal agencies, other law enforcement agencies and educational institutions to coordinate police, security and parking programs, services and activities with administrative and student services functions and instructional programs; serve on campus committees, task forces and other work groups; provide technical expertise concerning College police, security and parking.

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8. Confer with administrators and maintenance managers to develop comprehensive plans and procedures to assure that all College offices, classrooms, laboratories and other facilities are secured and locked to prevent property damage or loss.
9. Plan and develop College parking enforcement regulations; implement patrol schedules and citation procedures; plan and direct traffic control for special events and other peak traffic periods.
10. Review and ensure compliance on contractual agreements related to police, security and parking use; supervise master calendar scheduling and implementation of police, security, and parking programs.
11. Prepare and submit a variety of statistical and narrative reports as required by State and federal law, including, but not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; compile and analyze data; review and certify the accuracy of data; prepare annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits and inspections.
12. Ensure the organization, preparation, maintenance, and retention of public safety records and reports in accordance with legal requirements and District policies; direct preparation of proposals, recommendations and other materials as requested.
13. Communicate with College administrators and support staff, representatives of the State and federal court system, regulatory and law enforcement agencies, educational institutions, community and social service organizations and others to coordinate activities.
14. Maintain current knowledge of the District and College policies, procedures and local, State and federal legal requirements related to police, security, parking enforcement, emergency response and disaster preparedness programs and services.
15. Make oral presentations to Board of Trustees, administrators, staff and professional colleagues at various gatherings; develop, coordinate and conduct workshops to provide specialized information and training regarding College police, security, emergency preparedness and parking programs.
16. Coordinate College public safety activities with local and regional law enforcement agencies; assure effective interface between dispatch personnel and implement backup policies to preserve the peace and protect lives and property.
17. Ensure appropriate surveillance, collection and preservation of evidence, interrogation of suspects, victims and witnesses, and protection of the constitutional rights of all concerned; direct and advise staff and administrators on criminal and administrative case management.
18. Oversee or conduct investigations and inquiries of suspected criminal activities and major incidents that occur on College property; conduct security surveys of buildings and grounds; prepare reports and recommendations regarding theft, building security, automobile parking, safety and related problems; evaluate reports submitted by officers, direct the preparation of complaints for various judicial agencies and courts; confer with the District's legal counsel as needed.
19. Observe behavior of individuals and groups; advise students about laws and interpret assigned

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functions to students, parents and the public; arrest or assist in arresting law violators; aid victims of unlawful acts.

20. Maintain current knowledge in the field of law enforcement and criminal justice; participate in professional organizations, regional meetings, conferences and related activities.

21. Work with representatives of the Office of Homeland Security and other federal and State law enforcement officials to develop and coordinate mutual aid agreements and various emergency response and disaster preparedness programs, exercises and activities as needed or required.

22. Perform related duties as assigned.

QUALIFICATIONS

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 duties.

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive community college safety and security planning and community-oriented policing.
- Issues of equity and inclusion in various areas of campus life.
- Training needs of law enforcement officers in unconscious/implicit bias, de-escalation training with cultural sensitivity, and community-oriented/de-militarized approaches.
- Budget preparation and administration.
- Community college organization, operations, objectives, policies and procedures.
- Computer hardware and software, including criminal information systems, database management, spreadsheet and word processing applications software.
- Correct English composition, grammar, spelling and vocabulary.
- Current trends in law enforcement and court cases affecting police work.
- Effective security measures for a large and complex organization with multiple buildings.
- Interpersonal skills including tact, patience and diplomacy.
- Modern principles, practices and techniques of parking administration, organization and operation.
- Modern principles, practices and techniques of police administration, organization and operation, including contingency planning related to homeland security, anti-terrorism and weapons of mass destruction.
- Modern principles, practices and techniques used in modern law enforcement, security and crime prevention, including physical security, loss control and executive protection.
- Occupational hazards and safety precautions necessary in the work place.
- Oral and written communication skills.

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- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Planning and organizational skills.
- Principles of supervision, training and performance evaluation.
- State and federal laws and regulations related to assigned program, including training and certification requirements for law enforcement officers and support staff and the specific laws, codes and regulations related to search and seizure, arrest and the chain of evidence.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic and crowd control, records management, care and custody of persons and property and environmental protection.
- Use of firearms and other modern police equipment.
- Annual Security Report requirements pursuant with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (commonly known as the Clery Act of 1998).

Ability to:

- Act quickly and instill calm during emergencies and other critical situations.
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.
- Collect, compile and analyze data.
- Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
- Correctly interpret and make decisions in accordance with laws, regulations and policies.
- Promote an equity-minded culture and a sense of unity and pride within our suburban and multicultural college community.
- Proactively engage with diverse populations within the surrounding community and student body.
- Recognize the symptoms of mental illness and substance use, collaboratively de-escalate incidents and connect the person to needed care.
- Demonstrate sensitivity to and understand staff and students of diverse academic, socioeconomic, cultural and ethnic backgrounds and staff and students with physical and learning disabilities.
- Develop, implement, administer and evaluate law enforcement policies and procedures, security measures and parking regulation services provided to the College.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Establish and maintain effective and cooperative working relationships with others, including representatives of law enforcement agencies in the community.
- Gain cooperation through discussion and persuasion.

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- Implement policies and procedures; assign staff to enforce laws and protect lives and property.
- Implement, direct and evaluate the activities of assigned programs and services in a manner conducive to full performance and high morale.
- Maintain current knowledge of law enforcement, security and criminal justice.
- Maintain current knowledge trends in law enforcement and court cases affecting police work.
- Maintain the security of confidential information and materials.
- Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.
- Operate office equipment such as computer, printer, copier and facsimile machine.
- Plan, develop, organize, coordinate, implement, direct and evaluate a comprehensive public safety, security and parking enforcement program for a community college to ensure a safe and secure learning environment for students, administrators, academic and classified staff.
- Prepare and administer assigned budget(s).
- Prepare comprehensive records and reports according to legal mandates.
- Provide law enforcement training consistent with POST certification requirements.
- Read, interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.
- Relate effectively to others, using tact, diplomacy and courtesy.
- Select, assign, schedule, train, supervise and evaluate assigned staff.
- Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
- Work collaboratively with college administrators to develop processes designed to preserve the peace and protect lives and property.
- Work effectively with others to achieve common goals.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in police science, criminology, business administration or related field. Master's degree or graduation from the FBI National Academy for police executives preferred.

Experience:

Five years of increasingly responsible public law enforcement leadership/supervisor experience, with a

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rank of sergeant or above, in a public law enforcement organization, including or supplemented by one-year experience in physical security, loss control and executive protection. One year of experience in contingency planning related to homeland security, anti-terrorism, and weapons of mass destruction is highly desirable.

Licenses, Certificates, and/or Other Requirements:

Basic Certificate issued by POST in accordance with Commission Regulation 1202(a)(6).

Advanced Certificate issued by POST in accordance with Commission Regulation 1202(b)(6).

Supervisory Certificate issued by POST in accordance with Commission Regulation 1202(b)(7).

Management Certificate issued by POST in accordance with Commission Regulation 1202(b)(8), or the ability to complete the POST Management Course within two (2) years.

A valid California driver's license.

A valid CPR and First Aid Certificate issued by the Red Cross or other authorized health agency by completion of probationary period.

NOTE: COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.

Medical/Psychological Testing and Background Check:

Must successfully pass a medical examination, a psychological test and a thorough background investigation, pursuant to California Government Code Section 1031, to comply with the standards established by the California Commission on POST.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

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Duties are performed primarily in an office environment, often while sitting at a desk or computer workstation. The incumbent is frequently subject to attending scenes of accidents, crimes or major incidents and meetings at various locations within the District and the community. Incumbents are subject to contact with others, frequent interruptions, and demanding timelines. At least minimal environmental controls are required to assure health and comfort. Must be available on call to the College 24 hours a day, 7 days a week.

Physical Demands:

Incumbents regularly stand and sit for long periods, walk short distances on a regular basis, travel to various locations to direct the investigation of crimes, accidents and/or incidents, attend meetings and conduct work at various locations in the community and District, use hands and fingers to operate an electronic keyboard or other office machines; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds. Must meet the physical requirements necessary to perform assigned duties safely and effectively.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.



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PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrintodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

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EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact