

**Police Captain**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=252425>

Downloaded On: Jan. 30, 2025 9:19pm

Posted Jan. 30, 2025, set to expire Mar. 3, 2025

<b>Job Title</b>	Police Captain
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jan. 30, 2025
<b>Application Deadline</b>	03/03/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5963845">https://apptrkr.com/5963845</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Police Captain**

**Closing Date: 03/03/2025**

**Definition:**

The West Valley-Mission Community College is seeking a talented leader to fill the position of Police Captain.

Comprised of two colleges, West Valley College and Mission College are in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate our two

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colleges for our friendly staff and supportive atmosphere.

The Police Captain is a sworn senior management position, who is second in command of the department, receives administrative direction from the Vice Chancellor, Health & Public Safety (Chief of Police). Provides leadership and plans, organizes, directs, and reviews the activities of the police department within the Health and Public Safety Division; and coordinates assigned activities within the division, other college divisions and outside agencies. Provides highly complex staff assistance to the Chief of Police and assists in the development, administration, coordination, and implementation of policies, procedures, and activities of the police department.

The police departments mission is to provide outstanding service and safety through education, campus partnerships, and strategic readiness.

Applicants who possess the knowledge, skills, and ability to lead others, manage critical incidents, as well as the life experiences to address the cultural and educational needs of a diverse student populations are encouraged to apply.

**Assignment:**

100% full time, 40 hours per week, 12 months per year, with anticipated start date of May 2025. Schedule may change based on the needs of the department, and will include some evening or weekend hours, as needed. This is a Classified Administrator position and member of the Managers Association.

Work Location: West Valley College, Saratoga, CA and Mission College, Santa Clara, CA

**Salary and Benefits:**

Salary Range:

- Initial hire range: \$203,249-\$216,464 annually (Administrative Salary Schedule, Range 28, Steps A-C).
- Annual salary step increases to maximum of salary range, \$253,387 (Administrative Salary Schedule, Range 28, Step H).

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**Benefits include:**

- Additional compensation: \$2,000 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS Public Safety Retirement.

**Minimum Qualifications:**

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

1. Education: Equivalent to a Bachelors degree from an accredited college or university. Major course work in Public Administration, Police Science, Criminology or a related field is preferred; and
2. Experience: Five years of increasingly responsible experience in law enforcement and two years of administrative and management responsibility.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.

**LICENSE & CERTIFICATE:**

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- Possession of, or ability to obtain, an appropriate, valid California drivers license.
- Possession of a valid Supervisory Peace Officer Standards and Training (POST) certification and or the ability to obtain a POST Management certification within two years of employment. Valid POST certification must be maintained during employment.
- Possession of, or ability to obtain, a current, valid First Aid/CPR certification

**Desired Qualification:**

The ideal candidate will also demonstrate the following desired qualifications:

- A minimum of five years sworn supervisory law enforcement experience and two years of administrative and management responsibility in a P.O.S.T certified college, university or municipal law enforcement agency.
- Experience working patrol, investigations, special operations as a supervisor/ commander.
- Experience teaching and training.
- Experience supervising records management.
- Experience overseeing emergency preparedness.

**Knowledge and Abilities:**

Knowledge of:

- Methods, principles, and practices of public safety functions in a community college environment.
- Accepted California law enforcement and public safety methodologies.
- Mandated peace officer training requirements including, but not limited to, firearms use, criminal investigative techniques and procedures, interview and interrogation techniques, domestic violence investigation techniques, crime scene investigation techniques, evidence collection and preservation, traffic collision techniques, and tactical communication techniques.
- Principles, practices, and techniques of law enforcement, security, and crime prevention, including current trends and case law affecting police work.
- Principles, practices, and techniques of police records management.

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- Principles, practices, and techniques of emergency management.
- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of leadership, motivation, team building, training, and conflict resolution.
- Pertinent local, state, and federal laws, rules and regulations including Peace Officer Standards and Training (P.O.S.T.) requirements and standards.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Ability to:

- Work collaboratively within the Health and Public Safety Division to identify, develop and implement strategies for joint mental health crisis field response.
- Plan, direct, and control the administration and operations of the district police department.
- Assess emergency and non-emergency situations, determine and lead appropriate course of action.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; occasionally wear a vest and a duty belt of up to approximately 30 pounds; and occasionally carry weight of 75 pounds or less.
- Perform general law enforcement duties, effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.
- Handle firearms safely and effectively, including passing range qualifications.
- Prepare and administer division budgets.

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- Supervise and participate in the development and administration of the division budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Operate a police vehicle in both emergency and non-emergency situations.
- Maintain objectivity while taking control of a situation.
- Lead a team exercising respect for the rights of others and maintaining good public relations.
- Develop and implement division policies and procedures.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply district and division policies, procedures, rules and regulations.
- Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Communicate effectively with officials, co-workers, supervisors, the general public, representatives of public and private organizations, and others sufficient to exchange or convey information.
- Make sound, independent decisions as a commander and in emergency situations.
- Operate and use modern office equipment including computers and applicable software; utilize appropriate law enforcement equipment, including firearms.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.
- Pass an extensive background investigation including medical, psychological and polygraph exams.

**Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

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- Perform general law enforcement duties, including protection of life and property and enforcement of all laws within jurisdiction; function as incident commander during law enforcement events.
- Plan, organize, and direct activities of sworn law enforcement staff including patrol and investigations and non-sworn staff including records and emergency preparedness.
- Direct, oversee, and participate in the development of the district police work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in the review and evaluation of service delivery methods, staffing configurations, and systems within the department/ division identifying opportunities for improvement and making recommendations to the Chief of Police to enhance services.
- Develop, plan, and implement department goals and objectives, and administer policies and procedures.
- In the absence of the Chief of Police, and when assigned, perform duties as the Chief of Police.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; manage the departments internal affairs function; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Provide leadership to and manage the records management section; ensure compliance with all applicable laws, regulations, and reporting requirements.
- Manage, coordinate, and implement the districts emergency preparedness program; provide oversight and coordination during emergency situations.
- Manage and coordinate the departments training programs to ensure all standards and requirements are continually met; to include state mandated training, critical issues training, and assignment specific training.
- Coordinate mental health crisis response protocol and team response in coordination with district health services.
- Coordinate district public safety activities with local and regional law enforcement agencies and implement backup policies to preserve the peace and protect lives and property.
- Ensure department-wide compliance with applicable federal, state, and county operational requirements and programs.
- Coordinate and oversee the departments involvement in special events and development of

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operational plans.

- Participate in labor contract negotiations with the district police officers association.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Coordinate operations with other departments and actively work to integrate programs and services across departments; provide and receive integral support from other managers and supervisors.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

**Working Conditions:**

**Other Duties:**

**Application Information:**

**Physical Demands:**

**Applicant Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.



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- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- After the first review deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.

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- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

If you possess a valid Supervisory POST certificate, please upload a scanned copy to your application.

**Posting Number:** FY22/23-251FT

**Open Date:** 01/28/2025

**Close Date:** 03/03/2025

**Open Until Filled:** No



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**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**

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

**Contact**

N/A

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