

CHIEF OF POLICE

DEFINITION

Directs the operations of the District School Police Department.

TYPICAL DUTIES

Develops and revises school police department strategies and procedures for protecting District personnel and property and advises personnel regarding these measures.
Coordinates Department functions with school organizations and other law enforcement agencies.
Represents the Department with other law enforcement agencies and organizations to exchange ideas and information relating to the development of law-enforcement programs and methods.
Directs and supervises the preparation of budget requests for the School Police Department and implements the allocation of police personnel to schools and offices and other District locations.
Recommends and reviews personnel transactions, including hiring, promotions, transfers, disciplinary actions, leaves of absence, and reinstatements.
Initiates and reviews statistical reports for analysis of student, staff and community safety and the disposition of criminal cases.
Directs the security alarm response program and operation of the police communication center.
Directs the maintenance of records and compilation of required reports.
Directs the program for training Department personnel in applicable laws, rules, regulations, and police tactics.
Assists the District staff in court cases as assigned.
Prepares reports concerning the Department and initiates related correspondence.
Directs special investigative and protective work, including work related to the physical safety of District personnel and students.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief of Police plans, organizes, and directs the program of the District School Police Department.

A Deputy Chief of Police plans, organizes, administers, and directs the activities of a bureau or a specialized assignment of the School Police Department involved in school operations, patrol, investigations, or administrative services.

A Lieutenant oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or specialized assignment of the School Police Department to ensure that essential police functions are carried out through the proper deployment of personnel.

SUPERVISION

General direction is received from the Superintendent of Schools. General supervision is exercised over Deputy Chief of Police and lower-level School Police Department personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Law-enforcement procedures, applicable laws, and regulations; police methodology; and security measures
- Alarm systems, camera systems, and other protective devices
- Regulations pertaining to the protection of buildings and grounds
- Local law-enforcement, service, and emergency agencies
- Regulatory requirements governing the use of radio broadcasting equipment
- Training principles and techniques and methods for evaluation
- Principles of organization, administration, and personnel management
- Organization and policies of the District
- Growth, development and problems associated with various stages of youth and adolescence
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Sections of the Education Code that pertain to school related safety and laws

Ability to:

- Direct and coordinate a law-enforcement program through subordinate personnel
- Formulate policies and procedures
- Coordinate Department functions with school organizations and law-enforcement agencies
- Conduct meetings and make presentations
- Communicate effectively, orally and in writing
- Prepare and administer the Department budget
- Work effectively with school personnel, law-enforcement officers, and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in police administration, public administration, business administration, criminology, or related field. Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the required education provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of sworn officer experience in a management or executive position in a law enforcement agency.

Special:

- A valid California Driver License.
- United States citizenship.
- Possession of a Management California Peace Officer Standards and Training (CA P.O.S.T.) Certificate.
- Completion of a specialized course of training for school peace officers as prescribed by P.O.S.T. within two years of appointment.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Appointment is subject to fingerprinting, a review of criminal record and a thorough background investigation.
3. Possession of an Executive California Peace Officer Standards and Training (CA P.O.S.T.) certificate within three years of appointment is preferable.
4. Exempt from FLSA.
5. An employee in this class is subject to the reporting requirements of the District Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-13-17
PJO