

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA**

Revised April 2017

CHIEF, DISTRICT SAFETY/SECURITY

CLASS SUMMARY

Serves as the senior operational manager for district safety and security. Has overall responsibility for all duties related to maintenance of safety, and security of facilities, grounds, materials and equipment, ensures the safety and protection of students, faculty, staff and visitors. Responsible for planning, organizing, directing and supervising the work performed by all subordinate department personnel.

REPRESENTATIVE DUTIES

- Responsible for the efficient organization and operation of the district Safety and Security department including the development of policies and procedures, providing technical advice and administrative direction including the review and quality control of all logs, incident reports and correspondence.
- Position requires carrying of firearm;
- Responsible for properly screening, selection, assignment, supervision, training, evaluation and discipline of all department staff;
- Ensures all staff with firearms are certified and properly trained;
- Ensures adequate staffing to meet safety and security needs, including authorizing short-term changes to normal assignments or assigning and supervising additional staff for special events;
- Responsible for parking administration;
- Responsible for developing, updating and maintaining department policies;
- Responsible for the accurate collection and reporting of crime data;
- Investigates complaints against the department and recommends appropriate action.
- Reviews incident reports, activity logs and related written materials to ensure all incidents are properly documented;
- Provides oversight and inventory of departmental equipment and vehicles;
- Responsible for budget development and administration;
- Interacts positively with campus community and assists members in identifying potential safety and/or criminal problems;
- Communicates and coordinates activities with subordinate staff; maintains positive working relations with department members, students, staff and college community;
- Responds to incidents and emergencies by taking appropriate actions; manages investigations and complaints; provides first aid and CPR if needed; provides on-call availability for serious incidents;
- Ensures all serious incidents are appropriately handled and documented and that appropriate authorities are notified;
- Supervision of routine and annual drills for active shooter, disaster/emergency preparedness planning and training; conducts public awareness programs and presentations on safety, security and crime prevention to staff and students.

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- Responsible for the monitoring, operations, maintenance and repairs of the fire and intrusion alarm systems, and the video security systems for the District and colleges
- Serves as the District's liaison with all local law enforcement and social agencies (police, paramedics, fire, sheriff's department, and city parking control).
- Attends workshops and training sessions to enhance professional knowledge and skills.
- Provides leadership and demonstrates by example a community oriented policing model for the District, including participation in committees, participatory governance, crime prevention and other problem solving approaches to law enforcement in education.
- Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Vice Chancellor, Business Operations/Fiscal Services. The position supervises Lieutenants, Sergeants, Senior District Safety Officers, District Safety Officers, dispatchers, clerical staff, and student assistants.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

- A Bachelor's degree in police science, criminal justice, public administration, or a related field is required, plus six (6) years of progressively responsible law enforcement or public safety work experience including a minimum of four (4) years leading and/or managing the work of others at the level of a Lieutenant or higher. A Master's degree is preferred
- Possess Supervisory POST Certificate.
- Completion of P.O.S.T. approved Regular Basic Academy
- Current certification in First Aid and CPR.
- Possess a valid California Driver's License with a driving record that meets the standards established by the District.
- Must be physically fit, and pass written, oral and psychological background testing.

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety and security planning and Community Orientated Policing.
- Legal mandates, policies, regulations and operating procedures related to community college safety, security.
- Practices, procedures, techniques and strategies for determining operational effectiveness.

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DESIRABLE QUALIFICATION GUIDE (continued)

Operational safety standards and normally accepted standards of conduct and ethics.

- Budgeting and principles of supervision and personnel management;
- Principles and practices of disaster and emergency response.
- Safety and Security practices and principles, including: basic exemplary leadership concepts; rules of evidence; vehicle code and traffic control; first aid, CPR, firearms, chemical agents (mace) and baton and appropriate safety precautions and procedures.
- Knowledge of pertinent provisions of ordinances and regulations of the County of Orange, Education Code, and the Penal Code of California pertaining to the safety and security of buildings and grounds relating to theft and illegal entry into district property. Understand and practice mitigation of hazards involved in security work.

Ability to:

- Perform all of the duties of the position professionally, effectively and efficiently with minimal supervision.
- Utilize all of the tools and equipment of the position in a safe and responsible manner.
- Analyze situations quickly and objectively, determine, and take effective action.
- Use appropriate defense measures to protect self or others in adverse situations.
- Administer first aid in emergencies.
- Use of two-way radio communication
- Operate a computer and assigned office equipment.
- Communicate effectively both orally and in writing and interact both formally and informally with students, staff, outside agency personnel and the public.
- Maintain a calm, courteous and objective attitude in all situations;
- Establish and maintain cooperative working relationships with others; and relate to and gain the confidence and cooperation of members of the campuses and local communities.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
- Resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others and review performance, and convey a positive image of the organization.

Board Approval Date: April 24, 2017