

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Police Chief

Department: Police

POSITION PURPOSE

Under general direction, the Police Chief plans, organizes, directs, and integrates a District-wide police, safety and parking enforcement/management program; develops and coordinates an Emergency Preparedness Plan and leads Emergency Response operations, including earthquakes and natural disasters, Active Shooter, threats of violence, and crowd control; contributes to a safe and secure environment for the District by developing a Security Master Plan, establishing/enforcing safety and security policies/procedures and supporting risk management, fire, safety, emergency management and asset protection efforts; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, organizes, directs, controls, integrates and evaluates the work of the San Jose/Evergreen Community College District Police Department, including public safety, law enforcement, and parking management; responds to public safety issues and concerns of District students and personnel.
2. Manages and maintains access control systems and procedures including key distribution and custody; selects alarm system equipment lock downs; coordinates with administrators, Maintenance and Facilities Departments to address and correct safety/security issues at District locations and develop capital improvements for operational security; collaborates with the ITSS and Risk Management to mitigate issues related to cyber security.
3. Prepares and administers the annual department budget; prepares recommendations and justifications regarding budget requests; authorizes expenditures according to District policies; participates in preparing state and federal grant applications; oversees grant program reviews and applications for grant renewals.
4. Directs and manages the work assignments and performance of assigned staff; interviews and participates in selecting employees; trains, counsels, and disciplines staff according to established policies and procedures.
5. Develops, implements, and maintains a comprehensive Security Master Plan including access control; intrusion alarms; emergency phones; mass notification systems, identify management, communications and other systems/applications needed to provide a safe and secure environment.
6. Provides for training opportunities consistent with State Peace Officer Standards and Training (P.O.S.T) requirements for assigned law enforcement, safety and support personnel.
7. Oversees investigations of suspected criminal activities and major incidents that occur on District property; ensures appropriate investigative methodologies, including collection and preservation of evidence, interrogation/interview of suspects, victims and witnesses, and protection of the constitutional rights of all involved.
8. Prepares and submits a variety of statistical and narrative reports, proposals, and other materials; ensures the organization, preparation, maintenance and retention of public safety records/reports comply with legal requirements and District policies.

9. Coordinates with the Facilities Department to organize and direct District public safety and emergency procedures; confers with District administrators and custodial supervisors to develop comprehensive plans and procedures to ensure all District offices, classrooms, laboratories and other facilities are secured and locked to prevent property damage or loss.
10. Develops and provides security education and awareness; conducts security briefings, and participate in safety inspections, audits, and fire drills.
11. Provides leadership and demonstrates by example a community policing model for the District, including participation in committees, shared governance, crime prevention and other problem-solving approaches to law enforcement in a community college environment.
12. May be assigned to lead or participate in District-wide or college committees, initiatives, teams or ad hoc groups.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of police administration, criminal justice, patrol, criminal investigation, and crime prevention.
2. Theory, principles, and practices of community policing.
3. Disaster preparedness and terrorism response strategies.
4. Critical incident management.
5. Federal, state and local laws, policies and directives applicable to areas of responsibility including National Institute Management System (NIMS), FCC and HIPAA requirements.
6. Theories and techniques of negotiation, mediation and conflict resolution.
7. Principles and practices of effective management and supervision.
8. Principles and practices of strategic planning.
9. Principles and practices of organizational improvement and culture change.
10. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, lead and evaluate the programs and operations of the SJECCD Police Department.
2. Exercise judgment, discretion and decision making during emergencies, under tight deadlines and in crisis situations.
3. Align the department's culture, systems, structure and personnel to support and engage community partnerships and proactive problem solving.
4. Present solutions to management with confidence and effectiveness.
5. Direct, schedule, coordinate and evaluate the work of assigned employees.
6. Build and foster knowledgeable, cohesive and effective work teams.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in criminal justice, public administration, criminology, business, management, communications, psychology, or a related field, and successful training in law enforcement by a recognized academy.
2. Seven years of increasingly responsible experience as a police officer with a P.O.S.T.-certified California law enforcement agency, including at least three years of supervisory experience at the rank of sergeant or above.
3. A California P.O.S.T. Supervisory certificate and successful completion of the P.O.S.T. management course within the mandated time limit set forth by P.O.S.T.
4. CPR certification.
5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Previous experience in law enforcement and public safety services for a public school, preferably in higher education.
2. POST Executive Certificate.
3. Certifications of ICS training series 100, 200, 300, 400, 800 and NIMS 700.
4. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees occasionally work near moving mechanical parts, in high, precarious places, and with explosives. Employees are occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme heat or cold, and vibration. The noise level in the work environment is usually moderate. Incumbents may be exposed to life-threatening situations with the potential use of deadly force against another.

Physical Demands:

While performing the duties of this class, employees may work both indoors and outdoors; may require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, smelling, observing details at close range; repetitive motions; finger dexterity; constant operation of a computer and other communication and office equipment; and lifting up to 50 pounds and up to 100 pounds with assistance.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-34

EEO Category: 2B1- Executive/Administrative/Managerial