



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director of Campus Safety		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	8		
HOURS PER WEEK:	40		
MONTHS PER YEAR:	12		
REPORTS TO:	Vice President of Administrative Service or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Campus Safety manages the District's Campus Safety Department to provide a safe and secure environment for staff and students. Employees in this classification receive limited supervision within a broad framework of policies and procedures, and hire, train, assign, schedule, supervise, and formally evaluate the work of others. Employees assigned to this classification are required to pass a background check in accordance with POST standards. This is an administrative, overtime exempt position.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

Essential Functions:

- Manages and directs the functions of the District's Department of Campus Safety; prepares department operating policies and procedures, which includes setting long-term goals and objectives; develops and implements campus safety related policies and procedures.
- Ensures a safe and secure environment for staff and students; ensures security of District properties and resources.
- Oversees District emergency management planning orders; develops training standards.
- Develops, manages and directs implementation of District crime prevention strategies, emergency response strategies, and parking and safety activities.
- Identifies staffing needs within the Campus Safety Department and manages the screening, selection, and training of new employees.
- Oversees patrolling of District properties to deter potential violators.
- Directs response to alarms, emergency calls, and suspicious activities; makes arrests and takes other appropriate action as necessary.
- Manages the District's parking program(s), including research and analysis of data, recommendations for and planning of parking facilities, resolution of security and

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funding issues, and enforcement of laws, regulations, and procedures.

- Prepares and/or directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Reviews paperwork of subordinates including crime and accident reports, proposals, and other documents to assure accuracy, completeness, and timely filing with appropriate law enforcement agencies.
- Effectively recommends the hiring of assigned staff and evaluates their performance.
- Plans, coordinates and provides appropriate training of subordinates; supervises participation in training courses required by P.O.S.T.
- Manages the preparation of periodic crime report summaries for review with campus administrators.
- Develops and prepares the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations.
- Oversees the maintenance of accurate records, reports, incident logs, memos and department correspondence related to assignment.
- Communicates with other District administrators, personnel, and outside public safety organizations to coordinate course offerings, services, programs, and the exchange of information.
- Manages the operation and use of department resources.
- Attends a variety of local and statewide meetings, including hearings and court proceedings as needed; conducts meetings and training sessions.
- Performs other related management duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern methods of law enforcement administration including extent and limitations of the laws of arrest; search and seizure; theory and practice of police supervision and management; rules of evidence; vehicle code and traffic control; court procedures; appropriate safety precautions and emergency procedures; and criminal law, investigation, and crime prevention practices.
- Emergency management planning principles.
- Incident Command System (ICS), National Incident Management System (NIMS), and the California Standardized Emergency Management Systems (SEMS) principles and practices
- Pertinent federal, state, local and district laws and ordinances including, Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act, Violence Against Women Reauthorization Act, applicable sections of the California penal code, State education code, motor vehicle code, health and safety code, business and professional standards, and laws pertaining to the use of force.
- Administration and management methods and techniques, knowledge of principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- Budget preparation and control procedures.

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- Principles and practices of administration, supervision, and training.
- Effective oral and written communication techniques.
- Appropriate defense measures to protect self or others in adverse situations.
- First aid and CPR techniques.
- Applicable statutes, laws, codes, regulations, policies and procedures related to various law enforcement activities
- Investigative techniques and practices
- Techniques and procedures applicable to theft and loss prevention
- Effective traffic and parking control procedures
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

Ability to:

- Communicate effectively, both orally and in writing.
- Interpret, apply and explain various rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others using tact and diplomacy.
- Assess emergency circumstances and develop, implement, and direct appropriate response strategies within legal and procedural guidelines.
- Deal effectively with diverse campus groups and individuals under routine and stressful conditions.
- Maintain accurate records; write concise and comprehensive reports.
- Learn and implement new methods for providing safe, secure educational environments.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

QUALIFICATIONS*Education/Experience Required or Preferred:*

- Associate Degree in Administration of Justice, Police Science, or related field and five years sworn experience in law enforcement including supervisory experience or 10 years sworn experience in law enforcement, including a minimum of five years supervisory experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Bachelor's Degree Preferred.

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Certifications Required or Preferred:

- P.O.S.T. basic, intermediate, and supervisory certificates (or eligibility for).
- Equivalent out of state certificates similar to P.O.S.T basic, intermediate, and supervisory certificates may be acceptable.

Possession of:

- A valid and appropriate California Driver’s license, Class “C” with a driving record acceptable to the District’s insurance carrier.
- A valid CPR card.

Physical Standards:

- Meet the physical requirements necessary to safely and effectively perform job duties to include patrolling on foot, running, and operating bicycles and motor vehicles.
- Meet the psychological standards required of a sworn officer.

APPROVALS

	Created: 09-2007
Date Created/Revised:	Revised: 05-2007, 06-19-2014, 07-02-2018
Cabinet Reviewed:	Reviewed; 07-01-2014, 07-02-2018
Board Approved:	06-09-2010, 07-09-2014, 07-11-2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)