



## CAMPUS POLICE FIELD SUPERVISOR

### **DEFINITION**

Under general direction, organizes, assigns, and supervises law enforcement activities during an assigned shift including patrol functions, and the enforcement of campus parking and traffic regulations, and state and local laws; supervises and participates in the response to and the investigation of crimes, accidents, emergency situations, and other disturbances and requests for assistance; reviews, evaluates, and approves cases and arrests; trains and evaluates the performance of assigned personnel; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management staff. Exercises direct supervision over sworn Campus Police Officers and other staff, as assigned.

### **CLASS CHARACTERISTICS**

This is the full supervisory level in the sworn Campus Police Officer series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of sworn and non-sworn police staff, and are expected to perform the full range of Police Officer duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Chief of Campus Police in that the latter has administrative responsibility for the overall operations and activities of the Campus Police Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, supervises, and reviews the work of sworn staff on an assigned patrol shift; trains staff in work procedures; coordinates shift changes; oversees training activities; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; reviews police reports submitted by officers for accuracy, completeness, and adherence to established policies and procedures.
- Monitors and assesses Police Department policies and procedures for community effectiveness and operational efficiency; assists with the development of policies and procedures; determines appropriate equipment for police activities as needed.
- Monitors and organizes law enforcement activities during an assigned shift including patrol functions, and the enforcement of campus parking and traffic regulations, and state and local laws; establishes shift timelines and priorities; ensures shift activities comply with established standards, requirements, and procedures.
- Supervises and participates in patrolling the assigned area to secure life and property, observes situations, reports, and inspects suspicious and criminal activity, or hazardous conditions, and deters crime by providing high visibility patrols.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, disputes, suspicious activities, and other incidents to protect campus safety and property, resolve problems, diffuse situations, and enforce laws and ordinances.

- Maintains contact and positive relationships with students, faculty, staff, and the public; provide information regarding potential law enforcement problems; provides information, directions, and assistance in a variety of situations; takes reports and assists with complaints or unusual situations.
- Detects, apprehends, arrests, and transports suspected or convicted criminals.
- Patrols campus parking lots and streets, checks for vehicle permits and improper parking; enforces traffic laws; stops drivers who are operating vehicles in violation of laws and warns drivers against unlawful practices; issues citations for non-compliance with parking and moving regulations; investigates traffic accidents and determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles.
- Communicates with other law enforcement agencies, college personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate; assists the District Attorney's Office in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Investigates unusual conditions, take immediate action to reduce danger and possible malfunction of equipment; notifies Chief of Campus Police or proper agencies regarding impaired equipment, vandalism, illegal entry, or fire.
- Prepares reports and other information on violations and hazardous conditions or malfunctions.
- Prepares and investigates incidents of student misconduct, and completes student discipline report; notifies appropriate District personnel.
- Maintains proficiency with and carry firearm, baton, and chemical agents; operates equipment such as two-way radio, camera, computer, patrol vehicle, handcuffs, and other equipment.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Ensures staff observe and comply with District and mandated safety rules, regulations, and protocols
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Rules of evidence regarding search and seizure, the preservation of evidence, and the chain of custody.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- First aid and CPR.
- Safe operation of a motor vehicle in patrol, fast speeds, and emergency conditions.
- Record-keeping and report preparation techniques.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including

individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Observe and document incident details accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Respond to crime and emergency scenes and take immediate and appropriate action; take command while dealing with disorderly or emergency situations.
- Investigate crimes and inspect crime scenes to identify and collect evidence.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to an associate degree in police science, criminal justice, or a related field.

**Experience:**

- Three (3) years of law enforcement experience at a level equivalent to Campus Senior Police Officer.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Intermediate P.O.S.T. Certificate, to be maintained throughout employment.
- Possession of a valid Supervisory P.O.S.T. Certificate is desirable.

- Possession of a valid First Aid and CPR certification to be maintained throughout employment.
- Possession of, or ability to obtain within two (2) years of employment a Campus Law Enforcement Course Certification.

### **PHYSICAL DEMANDS**

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime or incident scenes and to identify problems or hazards. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

Positions may also work in a secondary office or station environment, and use standard office equipment, including a computer.

### **ENVIRONMENTAL CONDITIONS**

Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

### **WORKING CONDITIONS**

Must be able to pass a detailed background investigation, physical and psychological examination, and in-depth interview with the Chief of Police. Must be able to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.