

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT CHIEF OF POLICE AND SCHOOL SECURITY

BASIC FUNCTION:

Under the direction of the Chief of Police and Security Services, plan, organize, control and direct school security and safety projects and services; assist in coordination and monitoring of related programs including Truancy Intervention, Student Probation and Crisis Intervention; serve as an informational resource to faculty, staff and administrators; assist in training and supervision of the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSIFICATIONS

An Assistant Chief of Police plans, organizes, and administers and directs activities related to school law-enforcement operations, patrol investigations, or support services, including personnel matters of the District Police and School Security Department.

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

A Sergeant, School Police and Security supervises School Security Specialists, patrols, supervises and implements District-wide security activities, programs and operations and provides training for the School Police and School Security Department.

ESSENTIAL FUNCTIONS:

Plan and organize school security and safety projects and services; respond to security related complaints; oversee investigations and assure proper reporting; assess District security needs and provide recommendations to Chief as appropriate.

Coordinate and monitor related programs including Truancy Intervention, Student Probation and Crisis Intervention; organize and maintain safety education programs for students and parents; assist in development and maintenance of procedures and methods for security personnel.

Serve as an informational resource to faculty, staff and administrators concerning laws related to minors, intervention techniques, classroom safety strategies and psychological services; consult parents concerning programs and services available to students exhibiting high risk behavior; respond to inquiries and provide information.

Assist in training and supervision of the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist in the formulation, development and maintenance of policies, procedures and programs to assure an economical, safe and efficient work environment.

Makes recommendations for development and revision of procedures and methods for protecting District personnel and property and advises personnel regarding these measures.

Prepares and maintains variety of narrative and statistical reports, records and files related to assigned activities and personnel; coordinate research and collection of security and safety related data and information.

Establish and maintains liaison with administrators, personnel, outside organizations and the community facilitate activities and programs, resolve issues and conflicts, exchange information and assure school safety and security; confer with law enforcement, probation and truancy officers regarding student behavior.

Assist in development and preparation of the annual preliminary budget for school safety and security programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and supervision of school safety and security.
- Investigative procedures and techniques.
- Student rights, preventative security measures and court and expulsion procedures.
- Emergency preparedness programs.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan and organize school security and safety projects and services.
- Coordinate and monitor related programs including Truancy Intervention, Student Probation and Crisis Intervention.
- Serve as an informational resource to faculty, staff and administrators.
- Supervise the performance of assigned personnel.
- Investigate security complaints.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.

Plan and organize work.
Prepare comprehensive narrative and statistical reports.

Maintain a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in criminal justice, police science or related field and four years increasingly responsible experience in a supervisory, management or administrative position in a police, security or safety program position.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid basic P.O.S.T. Certification.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

HAZARDS:
Contact with abusive or dissatisfied individuals.