

POSITION DESCRIPTION

Job Title: Police Chief Mgr 3 Job Code:5978 Employee: Vacant	
Employee Name	Vacant
PCN (Position Control Number)	
Organization	VICE CHANCELLOR-BUSINESS AND ADMIN SRVS
Division	BUSINESS AND ADMINISTRATIVE SERVICES
Department	VICE CHANCELLOR-BUSINESS AND ADMIN SRVS
Job Family	Security and Public Safety
Job Function	Police
Job Category	Supervisory & Managerial
Job Function Description	Involves protecting life and property, maintaining security and order, and preserving the general welfare of the organization. Engages in a variety of police activities such as patrolling, investigation, law enforcement, crime prevention and detection. Certified and conforms to the California Commission on Peace Officers Standards and Training (POST).
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Personnel Program	MSP
Salary Grade	28
FLSA	Exempt
Job Level	Manager 3
Generic Scope	Oversees through subordinate Managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate Managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.

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Custom Scope	The Chief of Police reports duly to the Vice Chancellor for Business and Administrative Services and the Associate Vice Chancellor - Campus and Public Safety. This position is also a member of the Chancellor's Cabinet. The Chief of Police plans, organizes and directs the work performed by all University Police Department personnel in support of the mission of UC Merced which is undergoing extraordinarily rapid growth – and with it, new public safety challenges. The Chief of Police will ensure the policing philosophy, befitting a campus of Merced's size and demographics and as established by the Chancellor, is implemented and supported throughout the department. The Chief of Police has operational responsibility for Police Services, Dispatch, Community Programs, Safety Programs and Student Programs. The Chief will provide management, support and direction to ensure that departmental members comply with established federal, state local laws, policies and procedures. The Chief of Police is an integral partner in the academic, personal and professional success of the campus community. The Chief is also responsible for the establishment of performance standards and the supervision and training of department personnel; development and administration of the department's annual budget; and long range budgetary and strategic workforce planning to effectively meet the needs of the department and the University. The Chief will establish programs to ensure the effective enforcement of all applicable laws, oversee coordination of interagency efforts as they relate to the University, and act as an advisor to the campus on law enforcement, security, emergency management and crime prevention issues. The Chief has responsibility for the preservation of peace, the protection of life and property, and the enforcement of laws and regulations and is committed to maintaining/developing a full service law enforcement and public service agency.		
Key Responsibilities	15%	Working with the Chancellor, the Vice Chancellor and the Assistant Vice Chancellor, provide advice, administrative direction and leadership in the development, implementation, and evaluation of university law enforcement and public safety programs.	Yes
	15%	Research, develop and interpret policies covering departmental operations and the development of implementation procedures for established policies. Ensure relevancy and compliance to applicable laws.	Yes
	15%	Develop and manage departmental budgets using workforce strategy tools to meet the goals of the campus. Review methods of service delivery for effectiveness and efficiency. Identify and pursue additional funding opportunities from grants and other partnerships that support the department services.	Yes

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15%	Coordination of five distinct Police Department functions: * Police Services, which includes responsibility over the management and training of the sworn officers; oversight over investigations; security planning for large events and protests, traffic and pedestrian safety; workplace safety; emergency response and threat assessment. * Dispatcher Unit, which includes coordination of dispatch services to non-police functions, including emergency services and fire. * Community programs, including mentorship, community policing, and citizen's police academy programs * Safety programs, including lost and found and bike and electronics registration and volunteer programs. * Student programs, including administration of the Community Service Officers and student volunteers.	Yes
10%	Work with campus partners to identify, plan and develop mitigating or preventative solutions to campus safety issues to include environmental and campus design.	Yes
10%	Manage a diverse workforce. Maintain level of proficiency as required by California Police Officers Standards and Training (POST) for required staff. Ensure compliance with POST and UC systemwide requirements. Ensure departmental compliance with all statutes, laws and regulations regarding safeguarding of criminal justice information systems, records and reports, to include the Department of Justice, Federal Bureau of Investigations and the Department of Motor Vehicles. Responsible for the recruitment, hiring, training, evaluating and discipline of department personnel.	Yes
5%	Establish and maintain appropriate and effective inter-agency relationships, including both with local city and county law enforcement as well as with State and federal agencies. Develop mutual aid agreements, including with other UC campuses. Actively work with appropriate local partners to improve safety/emergency services to the local community to include UC students, faculty and staff live and work in the greater Merced community.	Yes
5%	Work with the AVC to identify potential partnerships both on campus and outside the university which improves the ability of the department to better serve the campus community.	Yes
5%	Represents the Merced campus on the systemwide Council of Police Chiefs.	Yes
5%	Oversee the identification, planning and developing of applicable grant funding options.	Yes
100 %	Total.	
Note: The responsibility is essential if it is marked 'Yes'.		

Education	Education – Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration, or a related field. A Master's degree or higher is preferred.	Required
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Experience – Ten (10) years or more of experience, in which five (5) years or more are in a progressively responsible managerial role holding the rank of lieutenant or higher. Experience in the area of policing on a university environment is preferred. Required

License/Certification – Requires active California POST certification. Possession of a POST Management Certificate is required. Graduation from the POST Command College, FBI National Academy, or comparable executive training diploma is highly desirable. Ability to earn the POST Executive Certificate within two years of appoint as Chief of Police is required. Required

Possession of a valid California driver's license. Is at least 21 years of age and is a US citizen or has permanent resident alien status and achieves citizenship within three years. No felony convictions or other legal restrictions on the ability to carry firearms or to perform other work responsibilities as a peace officer. Required

POST Background Required – The selected candidate will also be required to successfully pass a POST medical screening, POST psychological evaluation, and an extensive background screening procedure consistent with California POST regulations. N/A

License
Certifications

Licenses

Certifications

Conditions

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Knowledge Skills

Highly experienced in performing all aspects of police officer, sergeant of police and lieutenant of police functions. Required

Advanced knowledge of law, regulation and University policy regarding public safety and law enforcement functions. Advanced knowledge of modern policing issues, philosophies, practices and trends as applied within the University environment. Advanced knowledge of current law enforcement management theory and administrative standards. Required

Advanced knowledge of budgeting and financial practices applicable to law enforcement in the University environment. Required

Highly experienced ability to communicate effectively in person and in writing. Required

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	Highly experienced ability to take decisive action based upon sound judgment. Highly experienced ability to independently manage a large and complex organization with multiple priorities and limited resources. Highly experienced ability to effectively orchestrate the ongoing deployment of multiple employees and resources.	Required
	Highly experienced ability to supervise and train staff in the relevant and necessary aspects of their duties.	Required
	Highly experienced ability to operate computers and other relevant or specialized technology.	Required
	Advanced knowledge of use and legal application of firearms and other police weapons, equipment or tools.	Required
	Highly experienced ability to credibly represent the police department in an official capacity.	Required
	Ability to safely operate motor vehicles and possess a valid California Driver's License.	Required
Environment	Campus settings and various external venues	
Career Job Path	Career Path open	
Physical Requirements	Bend	Frequently
	Sit	Frequently
	Squat	Occasionally
	Stand	Frequently
	Crawl	Occasionally
	Walk	Frequently
	Climb	Occasionally
	Push/Pull	Occasionally
	Kneel	Occasionally
	Handle	Frequently
	Reach	Frequently
	Fine Movements	Frequently
	Other	
	Light(up to 25lbs.)	Frequently
	Moderate(25lbs to 50lbs.)	Frequently
	Heavy(over 50lbs.)	Occasionally

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Mental Requirements	Read/Comprehend	Frequently
	Write	Frequently
	Perform Calculations	Frequently
	Communicate Orally	Frequently
	Reason and Analyze	Frequently
	Other	
Environmental Requirements	Is exposed to excessive noise	Occasionally
	Is around moving machinery	Occasionally
	Is exposed to marked changes in temperature and/or humidity	Occasionally
	Drives motorized equipment	Frequently
	Works in confined quarters	Occasionally
	Other	
	Dust	N/A
	Fumes	N/A
	Gases	N/A
	Radiation	N/A
	Microwave	N/A
	Other	
	Direct Supervision	Lieutenant
Administrative Officer 3		1.0
Project/Policy Analysis Manager 1		1.0
Supervision Received	Select Supervision Level	General Direction
Critical Position	Masterkey access to residence and other facilities?	Yes
	Extensive authority for committing the financial resources of the University?	Yes
	Direct access to or responsibility for cash , cash equivalents, checks or University property disbursements or receipts?	Yes
	Responsibility for operating commercial vehicles, machinery or toxic systems that could cause accidental death, injury or health problems?	Yes

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	A requirement for a professional license, certificate or degree, the absence of which would expose the University to legal liability and/or adverse public reaction?				Yes
	Direct access to and/or responsibility for protected , personal or other sensitive data?				Yes
	Position requires adherence to CANRA guidelines and is a Mandated Reporter?				Yes
	Position requires annual filing of State of Economic Interests (Form 700)?				Yes
	Note: This is a critical position if any are marked 'Yes'.				
Date Created	2/4/2015 11:00:23 AM				
Last Edited	1/20/2017 11:41:25 AM				
Supervisor Name	Vacant				
Department Head	Reese, Michael (mreese2)				
Signatures:					
Employee	X _____				Date _____
	Vacant				
Supervisor	X _____				Date _____
	Vacant				
Department Head	X _____				Date _____
	Reese, Michael				
Effective Date	ER Code	Approved title/Grade	Analyst Initials	Date Classified	Title Code / Job Number
Human Resource	X _____				Date _____