Job Posting

**Job Title:** Chief of Police (Administrator III)

**Job ID:** 104415

**Location:** Sonoma State University (Rohnert Park, CA)

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

**Department Name**
University Police

**Salary and Benefits**
The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the View Benefits Summary link or by request from SSU Human Resources.

**Application Deadline**
This position remains open until filled.

**Conditions of Employment**
This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

**Responsibilities**
Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Reporting to the Vice President for Administration & Finance, the Chief of Police has responsibility for all operational, fiscal and personnel administration within University Police. The Chief of Police operates within the community oriented policing model, building partnerships between the department and the campus community, and oversees University Police and the community oriented policing partnership (COPPs). This includes, but is not limited to, directing and supervising Police personnel, planning, recommending, and implementing policies and administrative procedures related to sworn law enforcement services and in accordance with current applicable Federal, State, local laws, and CSU policies and procedures. This position also requires that the incumbent serves as first in command to assist with organizing special event planning activities, attending meetings on behalf of the department and providing backup assistance and strategic recommendations in other partner areas when needed, included Clery, Parking, and Emergency Management. Notwithstanding other provisions, this position will work collaboratively with other University and outside agencies on matters related to special investigations, dignitary protection, threat assessment and serving as a field supervisor for incidents, demonstrations and/or special events.
The Chief of Police is responsible for managing University Police functions, including law enforcement, crime prevention, investigations, facility security, traffic control, job-related confidential information, and emergency preparedness and response. Additional duties include, but are not limited to, the following:

1. Providing fiscal, operational, and senior technical consultation for department matters, including the review and approval of department policies and procedures
2. Consulting with all members of the campus community to ensure that appropriate policies, procedures, and safeguards exist and function in the best interest of the campus and surrounding communities
3. Maintaining and submitting reports and records as required by federal and state agencies, the Chancellor's Office and the University
4. When necessary, taking action as a peace officer; making arrests, serving warrants, testifying in court, answering calls for service, providing crowd control and instituting safety measures for large campus gatherings
5. Assures that disaster related logistical needs are met, including supplies needed to efficiently and to effectively sustain operations in the emergency operations center or incident command center during disaster operations.
6. Supports efforts in disaster planning and be prepared to assume role as assigned during a disaster event.
7. Works closely with the Sonoma County Sheriff and Police Chiefs, disaster planning groups, and other public and private groups whose mission is dedicated to public safety. Keeps and updates the emergency response roster.
8. During a disaster, prioritizes emergency response personnel and recommends corrective action.

In addition to the duties detailed above, the Chief of Police may serve as incident commander in the field during major crime scenes and incidents, special event services and dignitary protection to include incidents that result in an emergency notification to the community pursuant to the Campus Safety Act and compliance regulations. The incumbent is responsible for providing management oversight of assigned police personnel and assigned staff and directing, supervising, recommending discipline, evaluating and training assigned staff; enforcing applicable Federal, state and local laws, applicable rules and regulations; conducting investigations, making arrests and providing guidance to the Police Sergeants, Corporals, and Officers to include shift scheduling, training, and operational oversight. The incumbent will understand and interpret collective bargaining unit contract language, directly supervise the enforcement of complaints pertaining to criminal activity, dangerous or threatening behavior, and violations of laws and University policies. The incumbent regularly communicates with department management and administrators to keep them informed about events, patrol activities, investigations, and staff performance as required. Subscribes and adheres to the community policing philosophy. It is the responsibility of the Chief of Police to implement, supervise, and assist as necessary with emergency preparedness plan(s) in all human-made and natural disasters and major crimes to include notifying management and administrators, setting up a command post, emergency evacuation procedures, coordination of mutual aid response, and assignment of personnel. The incumbent prepares, reviews, and corrects memorandums, crime, and administrative reports, and notifies management and administrative personnel, as appropriate, of information received related to personnel related issues, potential hazards, incidents or any event that is likely to impact or negatively affect the university and/or the department.

Perform other secondary duties as assigned.

Duties take place in an office setting at the University Police building at Sonoma State University, with additional duties performed both indoors and outdoors in and around the university campus to support departmental and campus events and activities. As an exempt employee you have some flexibility in your schedule however must be available to meet the operational needs of the campus and department, which will require the incumbent to work nights, weekends and holidays. Your specific start time is determined by your Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus. In the event of a campus emergency the incumbent may work on campus for an extended amount of time. The incumbent will also need to be accessible twenty-four hours a day. A cell phone and satellite phone may be required for this
incumbent to possess for access and job related communications. Incumbent may also be assigned to other locations to provide support for special operations or events or to address interim staffing/personnel/safety needs. The incumbent is regularly required to stand, walk, reach with hands and arms, balance, stoop, kneel, and lift weights as prescribed by P.O.S.T. Standards.

Qualifications
This position requires a minimum of ten years of progressively responsible law enforcement experience including three years of management experience and thorough knowledge of public safety, law enforcement and security methods; a thorough knowledge of California law and the regulations pertaining to the activities on campus (e.g. §3220 CCR, §8607 & §66210 CGC, and Executive Order 921). Disaster preparedness or emergency center operations experience is preferred. Bachelor's degree in Police Science, Criminal Justice, Public or Business Management, Social Science or related field, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. CSU or higher education experience highly preferred. Position requires the incumbent to have a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and the ethnic backgrounds in a university community. Must satisfy all POST minimum employment standards; POST basic certificate preferred, or the individual must be able to obtain the certificate, including the POST Management Certificate, within one year of employment.

Position requires the following knowledge, skills and abilities in order to perform the duties of the position: knowledge of patrol operations, investigations, traffic and parking control; emergency vehicle equipment; pertinent laws, rules, and regulations governing the functions of police and dispatch operations, including law enforcement operations, safety and crime prevention methods, community oriented policing methods, crowd control techniques, federal/state/local laws and ordinances, event management, and protocols related to police crime reporting, operations, management, court procedures, rules of evidence, Police Officers Bill of Rights, police labor laws; principles and procedures of supervision, management, and State mandated police officer training, including internal affairs investigation and protocols; current law enforcement and security technology systems to include access control, fire, emergency call stations, CAD/RIMS/CLETS, and related systems; firearms, ammunition, impact weapons, Tasers, chemical agents, non-lethal weapons, police safety equipment, restraint devices, defensive tactics communication equipment, hazardous materials, blood borne pathogens; principles of budget planning and development; and shared governance, committee leadership, and CSU managerial and governance processes. The incumbent must also have the ability to read, write and speak at level required for successful job performance; ability to establish and maintain cooperative relationships with those contacted during the course of work; analyze situations accurately, demonstrate sound judgment, problem solving skills, flexibility, and implement an effective course of action; facilitate the recruitment process for sworn employees; and assist with the administration of reports related to compliance regulations such as Jeanne Clery, the Campus Safety Act, the Fire Safety Act, the Violence Against Women Act, Kristen Smart, and Sexual Offender Registration.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700:
Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**Qualification Note**
Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

**Application Process**
Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:
1. Cover Letter and Resume - application system only allows one document to be uploaded, so cover letter and resume must be included in the same MS Word or PDF file (file name should not contain any spaces or special characters)

   In your cover letter, please identify three roles of the Police Chief and specifically address which you see as the most important and why.

2. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

**Other Information**
Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**About Sonoma State University**
Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeannecley.html](http://www.sonoma.edu/ps/about/jeannecley.html); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html).

**Contact Information**
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