

CHIEF OF POLICE

DEFINITION

Directs the operations of the District School Police Department and enforces community-based policing.

TYPICAL DUTIES

Promotes the values of the law enforcement profession in equal justice for all under the law.
Develops and revises school police department strategies and procedures for protecting District personnel and property in collaboration with the communities served by the District and advises personnel regarding these measures.
Directs the program for training Department personnel in applicable laws, rules, regulations, and community-based policing in order to work together to solve problems of crime, disorder, and safety issues to improve the quality of education for everyone in the community.
Represents the Department with other law enforcement agencies and organizations to exchange ideas and information relating to the development of law-enforcement programs and methods, and ensures collaborative problem solving and engagement efforts with community leaders and representatives.
Coordinates Department functions with school organizations and other law enforcement agencies.
Directs and supervises the preparation of budget requests for the School Police Department and implements the allocation of police personnel to schools and offices and other District locations.
Recommends and reviews personnel transactions, including hiring, promotions, transfers, disciplinary actions, leaves of absence, and reinstatements.
Initiates and reviews statistical reports for analysis of student, staff and community safety and the disposition of criminal cases.
Directs the security alarm response program and operation of the police communication center.
Directs the maintenance of records and compilation of required reports.
Assists the District staff in court cases as assigned.
Prepares reports concerning the Department and initiates related correspondence.
Directs special investigative and protective work, including work related to the physical safety of District personnel and students.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief of Police plans, organizes, and directs the program of the District School Police Department and enforces community-based policing.

A Deputy Chief of Police plans, organizes, administers, and directs the activities of a bureau or a specialized assignment of the District School Police Department involved in school operations, patrol, investigations, or administrative services and enforces community-based policing.

A Lieutenant oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or a specialized assignment of the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

SUPERVISION

General direction is received from the Superintendent of Schools. General supervision is exercised over Deputy Chief of Police and lower-ranking School Police Department personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Collaborative problem-solving techniques
- Community-based policing
- Relationship building essential to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Organizational management, structure, personnel, and information systems to support stakeholder partnerships and proactive problem solving
- Law-enforcement procedures, applicable laws, and regulations; police methodology; community-based policing, and security measures
- Regulations pertaining to the protection of buildings and grounds
- Local law-enforcement, service, and emergency agencies
- Regulatory requirements governing the use of radio broadcasting equipment
- Training principles and techniques and methods for evaluation
- Principles of organization, administration, and personnel management
- Organization and policies of the District
- Growth, development and problems associated with various stages of youth and adolescence
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Sections of the Education Code that pertain to school related safety and laws

Ability to:

- Use collaborative problem solving with school personnel, law enforcement offers, and the public, in order to develop solutions to problems and increase trust in police
- De-emphasize the paramilitary aspects of the job
- Direct and coordinate a law-enforcement program through subordinate personnel
- Formulate policies and procedures
- Coordinate Department functions with school organizations and law-enforcement agencies
- Conduct meetings and make presentations
- Communicate effectively, orally and in writing
- Prepare and administer the Department budget

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in police administration, public administration, business administration, criminology, or related field. Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the required education provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of sworn officer experience in a management or executive position in a law enforcement agency.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

An appointee must be legally authorized to work in the United States.

Possession of a Management California Peace Officer Standards and Training (CA P.O.S.T.) Certificate.

Completion of a specialized course of training for school peace officers as prescribed by P.O.S.T. within two years of appointment.

Qualify biannually with departmentally approved firearms at a designated police range.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Appointment is subject to fingerprinting, a review of criminal record and a thorough background investigation.
3. Possession of an Executive California Peace Officer Standards and Training (CA P.O.S.T.) certificate within three years of appointment is preferable.
4. Exempt from FLSA.
5. An employee in this class is subject to the reporting requirements of the District Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
03-16-2023
JPK