



Title: Vice President, Security Operations and Police Services

FLSA Status: Exempt

BRIEF DESCRIPTION:

This classification holds executive responsibility for managing the operations of Police Services, Security Operations Center, and Fare Inspection. In addition to holding full managerial responsibility for all department services and activities, the incumbent will also be responsible for investigations and crime prevention, coordinating assigned activities with other departments and outside agencies and will provide highly responsible and complex administrative support to the General Manager/CEO.

This position may be filled by an at-will employee of the District, or may be a contract law enforcement officer provided by the City or County of Sacramento.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Administrative duties: Assumes full management responsibility for all assigned services and activities, including uniformed patrol, investigations, crime prevention and fare inspection; recommends and administers policies and procedures; manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; establishes, within District policy, appropriate service and staffing levels; plans, directs and coordinates, through subordinate level staff, work plans for assigned areas; assigns projects and programmatic areas of responsibility; meets with key staff to identify and resolve problems; assesses and monitors work load, administrative and support systems, and internal reporting relationships; coordinates criminal investigations and associated activities; ensures adherence to established investigative techniques and procedures; coordinates police services activities and works in conjunction with other police departments, legal department, criminal justice agencies and emergency public assistance services; monitors and evaluates developments and changes related to law-enforcement activities, changes in the community, District and other public and private entities, assesses their impact on District police operations and services, and recommends and implements policy and procedural improvements and changes accordingly; selects, trains, motivates and evaluates assigned personnel; works with employees to correct deficiencies (District employee only); implements discipline and termination procedures (District employee only); oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate



		and necessary; explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
2	L	Executive duties: Represents Police Services, Security Operations Center and Fare Inspection to outside agencies such as elected officials, news media, local government agencies and other transit agencies, as well as local business/community leaders; coordinates assigned activities with those outside agencies and organizations; provides staff assistance to the General Manager/CEO; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
3	S	Program Development and Review: Continuously monitors the programs of the District's Police Services function to ensure successful attainment of all goals, metrics and measurements; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; responsible for the implementation of community-oriented policing and problem solving philosophy; develops, implements and promotes crime prevention procedures for District bus and light rail stops/station operations; provides monthly reports to the General Manager/CEO and Executive Staff on the success of the programs; provides, on an as-needed basis, updates to individual Board members and the full Board as to the success of the programs.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Criminal Justice, Criminology, Sociology, Public Administration or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of ten (10) years of law enforcement experience, which must have included a minimum of three (3) years of management and administrative experience at a rank equivalent to Lieutenant or higher.</p>
Supervision	<p>Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.</p>
Human Collaboration Skills	<p>Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>
Freedom to Act	<p>The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.</p>
Technical Skills	<p>Advanced: Work requires advanced skills and knowledge in approaches and systems that affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position has District-wide major fiscal responsibility. Assures that appropriate linkages exist between District-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress towards fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Certification & Other Requirements	<p>If employed by the District:</p> <ul style="list-style-type: none">• May be non-sworn but must have previously held status as a sworn officer• Valid Management Certificate issued by the California Commission of Peace Officers Standards and Training (P.O.S.T.)• Valid California Class C Driver's License with a satisfactory driving record <p>If contracted with the District:</p> <ul style="list-style-type: none">• Sworn officer status (either active, or retired in good standing)• Valid Management Certificate issued by the California Commission of Peace Officers Standards and Training (P.O.S.T.)• Valid California Class C Driver's License with a satisfactory driving record
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KNOWLEDGE
<ul style="list-style-type: none"> • Policies, procedures, and functions of the District • Operations of a comprehensive law enforcement program in a large geographical area. • Operations related to the management of a metropolitan transportation agency. • Principles and practices of law enforcement. • Principles and practices of policy development and administration. • Public safety emergency operations and procedures. • Advanced methods and techniques of criminal investigations. • Policies and procedures governing uniform patrol services, including community oriented policing and problem solving philosophy, crime prevention, traffic control, investigation and identification. • Strategic business planning principles and practices. • Principles and practices of budget preparation and administration. • Public transit technology and information systems capabilities and issues. • Procurement and contracting principles and practices. • Principles of management, supervision and training. • EEO principles, practices, laws and procedures. • Administrative principles and practices including goal setting and program planning, development and implementation. • Applicable local, state and federal laws, codes, ordinances and case law.

SKILLS
<ul style="list-style-type: none"> • Methods and techniques of carrying and handling firearms in a safe manner. • Methods and techniques of crime prevention and control.

ABILITIES
<ul style="list-style-type: none"> • Demonstrate commitment to customer-focused operations, accountability, transparency, integrity and equity. • Facilitate implementation of organizational change, engaging employees in the entire process and developing commitment for sustaining change. • Inspire, manage, develop and evaluate employees and effectively manage organizational change • Manage a comprehensive law enforcement program within a large geographic area for a metropolitan transportation agency. • Develop and administer departmental goals, objectives and procedures. • Analyze and assess policies and operational needs and make appropriate adjustments. • Identify and respond to sensitive community and organizational issues, concerns and needs. • Delegate authority and responsibility as applicable. • Research, analyze and evaluate new service delivery methods and techniques. • Plan and oversee various uniformed patrol activities. • Coordinate criminal investigations and associated activities. • Develop, implement and promote crime prevention procedures. • Prepare clear and concise administrative and financial reports. • Prepare and administer large and complex budgets. • Interpret and apply applicable Federal, State and local policies, laws and regulations.



- Establish and maintain effective working relationships with a diverse workforce including peers, staff and labor representatives.
- Plan, assign, direct, review, and evaluate law enforcement services and activities.
- Plan, develop and implement goals, policies, procedures, strategies, and work standards.
- Analyze complex problems, evaluate alternatives and develop appropriate and effective solutions and/or alternatives.
- Take command and direct emergency operations in a calm and efficient manner.
- Work on multifaceted problems under stress and time constraints.
- Exercise initiative and sound independent judgment within procedural and legal guidelines.
- Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional areas.
- Gather, assemble, analyze and evaluate facts evidence, data and other information in order to draw reasonable and fair conclusions and make sound decisions.
- Analyze and resolve a variety of complex organizational, staffing, space needs and other issues.
- Maintain comprehensive records and reports.
- Learn District policies, procedures and practices.
- Communicate clearly and effectively, both orally and in writing, with internal and external contacts.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light-	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	- Frequency-	-Brief Description-
Standing	F	Observing work duties, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, equipment, files
Carrying	O	Supplies, equipment, files
Pushing/Pulling	O	File drawers, equipment
Reaching	O	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, equipment
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Inside attics/pipes/ditches
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone, retrieving items from lower shelves/ground
Climbing	O	Stairs
Balancing	O	On ladders, on equipment, on step stools
Vision	C	Reading, computer, driving, observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public, listening to equipment
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, various office equipment, and computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	F
Fire Hazards	F
Explosives	R
Communicable Diseases	F
Physical Danger or Abuse	F
Other	

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	W
Noise and Vibration	W
Wetness/Humidity	W
Physical Hazards	W

PROTECTIVE EQUIPMENT REQUIRED: All standard police equipment.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



CLASS HISTORY

Adopted: 09/15
Revised: 05/16, 07/17
Title Change: 07/17 (formerly VP, Security & Safety)
Maintenance
Update:
Abolished:
Job Key: 60005578