

**Director, Campus Police Services
Ohlone College**

Salary: \$159,135.00 - \$203,103.00 Annually

Job Type: Full-Time

Division: Administrative Services

Opening Date: 03/12/2026

Location: Fremont Campus and/or Newark Center

Job Number: 202300183

Department: Administrative Services

Bargaining Unit: Unrepresented

Ideal Candidate Statement

The Director of Campus Police Services plays a key role in ensuring the safety of district students, employees, and facilities. The position requires a collaborative leader who combines strong law enforcement expertise with a deep commitment to the mission of higher education and to the principles of equity and inclusion. Beyond traditional policing, the role calls for a student-first mindset - grounded in empathy, transparency, and trust-building across diverse campus communities - while ensuring that safety practices are fair, equitable, and responsive to the needs of all students and employees. The ideal candidate leads with empathy, maintains a visible campus presence to build relations with students and employees, and develops strong partnerships with local police departments, community organizations, and campus stakeholders to promote equitable safety outcomes for everyone.

Position Description

Under the general direction of the vice president, directs, manages, supervises, and coordinates the programs, services, and activities of the Campus Police Services department; coordinates assigned activities with other departments, divisions, and outside agencies; provides highly responsible and complex administrative support to the Vice President, Administrative Services; leads a department that is grounded in the community policing philosophy; and actively engages in continual improvement by aligning processes and procedures with diversity, equity, inclusion, and accessibility. The position may require night and weekend work.

Duty Statements

Campus Safety and Policing

- Oversee planning, organizing, and directing activities and work methodology and productivity of the Campus Police Services department including safety, security, and public assistance.
- Develop and emphasize a community-based policing philosophy through administration of departmental guidelines and procedures that promote and embrace diversity, equity, inclusion, and accessibility, and are in alignment with federal and state laws, regulations, board policies, and administrative procedures.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Demonstrate cultural competence and sensitivity when working with a diverse campus community of students, faculty, administrators, staff and community members.
- Engage with students and employees to build trust and rapport between the college community and the Campus Police Services department.
- Implement procedures and protocols aligned and consistent with statute and regulation.
- Develop and direct strategies to provide safety and security for the district and for district events through evaluation of criminal trends and other information. Direct resources to effectively reduce crime to ensure safe conduct at all events.
- Oversee the use and deployment of emergency communication systems and security systems.
- Support the district's Behavioral Intervention Team efforts.
- Ensure the campus police web page is maintained and updated as needed.

Staff Supervision and Management

- Select, guide, motivate, monitor, and evaluate the performance of assigned personnel.
- Identify and coordinate staff training needs. Schedule appropriate training and professional recertification in compliance with statute and regulation, board and administrative policies, and California Commission on Peace Officer Standards and Training (POST).
- Implement discipline and termination procedures as needed.
- Review and evaluate work products, workflow, methods and procedures with staff to ensure daily individual and assure shift logs are completed.
- Establish patrol schedules and security checks to deter potential violators and protect district properties against prowlers, vandalism, fires, assure buildings are secure or other dangers that could involve crimes, loss or damage.

Enforcement and Compliance Reporting

- Enforce and/or oversee enforcement of applicable laws on district premises. Identify violators, issue warnings and citations, initiate student disciplinary proceedings, and/or make arrests as warranted.
- Oversee the issuance and enforcement of parking permit decals, rules, and regulations including administering judgment of appeal forms of parking or traffic citations.
- As needed, provide back-up to officers and additional patrol services to assure campus safety is maintained.
- Verify the accuracy, thoroughness, and legal compliance of official police reports and follow-up for investigations. Approve distribution of reports to appropriate departments and agencies.
- Maintain effective communication for reporting incidents to the vice president. Provide staff assistance to the Vice President of Administrative Services to include preparation and presentation of staff reports and other necessary correspondence.
- Direct, approve, and manage the preparation and maintenance of a variety of narrative and statistical reports and files related to personnel and assigned activities, records, and legal documents in compliance with Clery Act, Workplace Violence Prevention Plan, federal and state laws, and board policies.

Community Coordination

- Maintain effective public relations between the Campus Police Services department and the college departments/divisions, outside agencies, and the general public through coordinated meetings, presentations, and responsiveness in resolving difficult and sensitive citizen inquiries and complaints.
- Develop and implement memorandums of understanding with local law enforcement agencies, which include the coordination with external law enforcement agencies regarding responsibilities and responses.

Budget and Program Review

- Prepare, analyze, and manage the annual department budget for staffing, equipment, and supply needs. Authorize and track expenditures to forecast future needs and provide supportive documentation for proposed expenses.
- Engage in the district's program review process to assess workload and staffing, administrative support systems, internal reporting relationships, facilities, and technology. Identify and implement approved program improvement objectives to

further enhance the efficiency and effectiveness of service delivery methods and procedures.

Emergency Response and Crisis Management

- Oversee, evaluate, and maintain the district's disaster/emergency preparedness plan(s) and regularly conduct emergency, fire and safety drills while assuring compliance with federal and State preparedness requirements (SIMS/NIMS) and recommend changes as needed. Serve as co-chair to the district's Emergency Preparedness Taskforce (EPT).
- Lead the development of emergency procedures and documentations, and, when assigned, organize and direct the emergency response for earthquakes, fires, bomb threats, and other disasters. Monitor status and progress of critical situations. Advise the President's Cabinet through the Vice President of Administrative Services on legal implications of handling crises.

Performs other related duties as assigned.

Knowledge Of

- Law enforcement practices, applicable laws, codes, regulations, and legal processes;
- District Practices, District Board Policies and Administrative Procedures, Clergy Act, Title IX, CA Code of Regulations Title 5;
- Emergency preparedness and response using NIMS/SIMS
- Principles and practices of administration, supervision, leadership, and training;
- Budget preparation and management;
- Community College operations.

Skill To

- Effective communication (oral and writing) and interpersonal skills;
- Organization and prioritization;
- Leadership and management;
- Operation of computer and assigned software;
- Effective use of law enforcement related equipment.

Ability To

- Make decisions under pressure;
- Organize, coordinate, and provide training to various groups on campus related to safety and security;
- Effectively use various systems and technology utilized for law enforcement, safety, and security;

- Plan, execute, direct and lead;
- Operate specialized law enforcement tools, equipment and vehicles;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Maintains a good driving record throughout employment;
- Keep currency on POST requirement certifications (both Basic and Management/Executive).

Minimum Qualifications

- A bachelor's degree from an accredited college or university with major coursework in law enforcement, police science, criminology, criminal justice, public or business administration, or a related field; preferably possession of a master's degree;
- Five (5) years of increasingly responsible law enforcement experience including two years of supervisory responsibility with a certified law enforcement agency; preferably with an institution of higher education.

AND

- Must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practices;

AND

- Experience and skill with addressing issues of equity; recent experience working with African American, Latinx, Native American, and other racially minoritized students and an understanding of how historical patterns of exclusions of these groups in higher education shape patterns of participation and outcomes; willingness to examine and remediate one's relational practices to more effectively engage and support racially minoritized students; and a commitment to participatory governance, consensus building, and team approach to management.

Other Requirements

- Possession of a California Basic POST Certificate as described in California Penal Code Section 832 et seq., and specifically set forth in California Government Code Section; Preferably possession of a current POST Management or Executive Certificate
- Ability to legally carry a firearm in compliance with applicable laws and CA POST regulations;
- Possession of valid driver's license with a good driving record;

- Possession of, or ability to obtain, a CPR and First Aid Certificate issued by the American Red Cross or equivalent agency;
- Graduate of the FBI National Academy and/or Law Enforcement Command College is highly desirable.

Physical Demands

Activity

- Frequently (weekly basis)
- Few Times a day (1-4 times per day; 1-2 hours)
- Several Times per Day (5+ times per day; 3 or more hours)
- Reaching
- Finger Dexterity
- Standing
- Walking
- Sitting
- Climbing

Hearing: Receive detailed information

Talking: to exchange ideas

Seeing: to perceive the nature of objects

Environmental Elements

- Primarily office
- Evening/Variable Hours;
- Remain on-call;
- Noise
- Dissatisfied or hostile individuals
- Blood/bodily fluids
- Traffic hazards;
- Indoor/Outdoor Split;
- Seasonal heat and cold or adverse weather conditions;
- Chemicals.

Required Application Materials: The below items must be uploaded as attachments for your application to be complete and considered.

- Resume/Curriculum Vitae.

- A cover letter addressing the listed desirable qualifications and personal/professional qualities.
- A list of three (3) professional references including name, position, organization, phone number, email, and relationship to the applicant.
- Unofficial copies of all college transcripts. Official sealed transcripts will be required at the time of hire.
- Diversity question response: What does it mean to have a commitment to diversity, and how would you apply this commitment as you conduct your responsibilities in this position?

Salary Placement

Initial salary placement will be \$159,135 - \$203,103 annually and is determined by the education, experience, and qualifications the candidate brings to the position, internal equity, and the hiring department's fiscal resources. Management employees typically advance one step on the salary schedule each year and have the potential to reach the current maximum step of \$203,103 annually.

Foreign Transcripts

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Here is a list of approved foreign degree evaluations

services: <https://www.ohlone.edu/sites/default/files/documents/imported/evaluationofforeigndegrees.pdf> <https://get.adobe.com/reader/>

District Statement

Founded in 1967, Ohlone College is named in honor of the early Ohlone People who inhabited the San Francisco Bay Area. Ohlone College is committed to providing a high-quality education to serve our diverse population of over 15,000 students per year. Ohlone College is nationally recognized for our Deaf Studies and Interpreter Preparation programs, and is widely known for our nursing, health sciences, liberal arts, biomedical science, and smart manufacturing programs. As a learning community, we embrace and champion inclusivity, integrity, student expression, global citizenship, and continuous improvement.

Ohlone College is one of the top-ranked community colleges in California, serving the cities of Fremont, Newark, and Union City. Our campuses in Fremont and Newark are centrally located in the East Bay between San Francisco, Oakland, and San Jose. This

region is known as a hub of innovation and economic activity, and home to some of the most advanced manufacturing, biomedical research, and clean energy companies in California, including Tesla, Meta, Seagate, and Lam Research.

The main campus in Fremont is located near Interstate 680 at the base of Mission Peak, just south of the historic Mission San Jose, and is the primary gateway to year-round hiking, biking, and hang gliding in the Mission Peak Regional Preserve. The Newark Center for Health Sciences and Technology is located near Interstate 880 in a hub of new residential and commercial development. The two campuses are connected by shuttle to each other and the Warm Springs BART station, which offers convenient access to public transit throughout the Bay Area.

Vision Statement

Ohlone College will be known for inclusiveness, innovation, integrity, engagement, and exceptional student success.

Mission Statement

Ohlone College offers high quality educational and career pathways and personal enrichment courses to serve the diverse needs of all students and the community. Ohlone provides excellent instruction and support services, awards associate degrees and certificates, and promotes university transfer in an inclusive, equitable, and multicultural environment where student learning and achievement are paramount. Ohlone fosters innovation, encourages student expression, and promotes ethical behavior and global citizenship.

EEO Statement

The District is strongly committed to the principles of equal opportunity and to hiring qualified staff who reflect the diversity of our community. The District encourages a diverse pool of applicants and does not discriminate on the basis of sex, race, religious creed, color, national origin, ancestry, age (40 or over), medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, disability, military and veteran status, pregnancy/childbirth/breastfeeding or related medical condition or any other protected basis in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants. If you have a disability and are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call the Human Resources office at (510) 659-6088.

Conditions of Employment

Offers of employment are contingent upon Governing Board approval. Employment with Ohlone Community College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts, proof of freedom from tuberculosis. In addition, you will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986." Pre-employment tests and/or medical examinations may be required. Ohlone Community College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance. Employees must be California residents on their date of hire and for the duration of their employment with Ohlone Community College District.

Immigration Reform & Control Act of 1986

Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal Immigration Reform & Control Act of 1986.

The District reserves the right to modify, rescind, or re-advertise this recruitment at any time

To apply, please visit <https://apptrkr.com/7004846>

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