

**RANCHO SANTA FE PATROL
RULES AND REGULATIONS
SECTION NUMBER: 1.1**

TITLE: JOB DESCRIPTIONS

Patrol Chief

POSITION SUMMARY:

Under the direction of the Association Manager, the Chief of Patrol is responsible for managing the security and crime prevention resources for the Association. The Chief of Patrol is directly responsible for the overall security administration, coordination and evaluation of The Patrol division as it is designed to function as a service for the Rancho Santa Fe Association membership. The Rancho Santa Fe Patrol is not affiliated with any other security service or alarm company.

The Chief of Patrol is subject to call back to work at a short notice for shift coverage, expected to work nights, weekends, holidays and other days. In addition, all positions in the Patrol Division, including the Chief of Patrol, work in emergency conditions sometimes without days off or other situations in the event of a man made or natural disaster.

ESSENTIAL DUTIES:

- Develops, plans, directs, coordinates and administers activities of the Patrol to provide Security and crime prevention services to ensure physical safety of residents, employees, and the public including emergency procedures and incident responses.
- Responds immediately to calls assisting Ranch residents with a variety of problems. The Patrol provides seven day per week, 24-hour coverage.
- Provides security check/ vacation check services at no charge to all Association members.
- Maintains relationships with local, state and federal law enforcement and other related government agencies. Works closely with the Sheriff's Department and CA Hwy Patrol.
- Plans and coordinates activities with area public safety agencies.
- Supervises subordinates to ensure established security patrol policies are carried out.
- Audits and identifies security initiatives and standards to find holes in security platform.
- Creates, reviews and makes recommendations to RSFA Manager for improvement of RSFA's security and crime prevention patrol policies, rules and regulations to ensure ongoing maintenance of Covenant Resident patrol matters.

**RANCHO SANTA FE PATROL
RULES AND REGULATIONS
Section 1.1 continued**

- Maintains knowledge of patrol/security enforcement industry trends and legislation and ensures RSFA's compliance in all areas.
- Evaluates needs and makes recommendations for the purchase of equipment and supplies for patrol department.
- Prepares Patrol budget, and manages the annual budget to standards set by the Board.
- Acts as liaison with NCDJPA to ensure dispatch is being carried out as contracted.
- Maintains radio contact with the dispatch.
- Coordinates and delegates assignments using personnel to the best advantage.
- Evaluates subordinates performance in completion of their duties.
- Complies with and records compliance regarding State regulations for required certifications and training of Patrol Officers and Armed Services.
- Oversees and coordinates security efforts across the company, including information technology, human resources, communications, legal, facilities management and other groups.
- Required to testify in court as needed.
- Participates on committees and projects, as directed, and seeks additional responsibilities. May make presentations to the RSFA Board of Directors as requested.
- Adheres to standards of conduct that include professionalism, self-control, poise, and an even temperament at all times that will reflect positively on this position and the RSF Association.
- Ensures that all Patrol employees maintain high standards of confidentiality, quality customer service at all times, technical and communications proficiency, self-control, even temperament, professionalism at all times.
- Must comply with all uniform requirements.
- Shall meet any reliability standards as defined by RSF Association.
- Completes other duties as required.

COMPETENCIES

- Leadership
- Ethical Conduct
- Decision Making

RANCHO SANTA FE PATROL RULES AND REGULATIONS

Section 1.1 continued

- Strategic Thinking & Analytical Problem Solver
- Leadership Capacity
- Maintains Confidentiality
- Customer Service Orientation
- Communications Proficiency and Presentation Skills
- Self-control crisis management
- Even temperament
- Must possess the ability to learn basic security technology skills including but not limited to, basic alarm system operation and function, fire alarm function and CCTV operation.
- Computer proficiency

SUPERVISORY RESPONSIBILITY

This position manages all employees of the Patrol department and is responsible for the performance management and hiring of the employees within that department. Responsible for RSFA's compliance with federal and state legislation pertaining to all patrol personnel matters, including Wage and Hour, required Security/Patrol Training, Armed Guard Training, Safety Compliance, Employee Discipline, Terminations, Workplace Investigations, Coordination of Patrol Division time off requests and schedules. Coordinates all Patrol personnel efforts with RSFA Manager and/or Human Resources for guidance.

WORK ENVIRONMENT

The incumbent's duties are performed in an indoor/outdoor environment; working with a wide variety of people from different cultures, backgrounds and speaking various languages, while performing multiple functions, including a variety of emergency situations. This job also operates in a professional office environment when not performing outdoor environment duties as needed.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Other equipment used is cell

**RANCHO SANTA FE PATROL
RULES AND REGULATIONS****Section 1.1 continued**

phone, two way radio system, mobile data computer, lethal and non-lethal weapons, first aid and Automatic External Defibrillators.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The incumbent is required to work the majority of hours in an indoor/outdoor environment, standing and walking the majority of time, driving a company patrol vehicle as scheduled and as needed, and respond quickly to changes in work demands, emerging situations and emergencies. Armed Patrol must be always alert and ready to deal with security emergencies, have a good perception and response mechanisms for suspicious and dangerous situations. Must possess good memory to remember the faces of criminals and anti-social elements. Must be trained in use of lethal/non-lethal force and understand the continuum of force and what is appropriate for the situation at hand as it relates to the security field.

In addition while performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 70 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time position. Standard days and hours of work are Monday through Friday. This position may require long hours and weekend work. 7:30am to 4:30pm

REQUIRED EDUCATION & EXPERIENCE

Possess BSIS (Bureau of Security and Investigative Services) Qualified Manger License, BSIS Guard card and Exposed Firearm permit. Completion of a police academy, supervisory training. Understanding of basic traffic engineering concepts, radio system operation. Must understand budget concepts and

**RANCHO SANTA FE PATROL
RULES AND REGULATIONS
Section 1.1 continued**

preparation. Basic understanding of the Incident Command System (ICS) and an understanding of BSIS rules and regulations.

LICENSE or CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid driver's license.

OTHER DUTIES

This job description, responsibilities and activities may change at any time with or without notice. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position as it may not cover or contain all comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.