

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Public Safety Officer II

Department: Police & Campus Safety

Time (FTE): 1 Term (months/year): 12 months

Work Schedule (Days, Hours): Varies

Salary Schedule (Range): A-98 (\$64,736-82,621)

Background and Rationale (use back of form if additional space is needed): This position became available with the retirement of PSO-I David Quiroz.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

This position was upgraded to a PSO II pursuant to an agreement with the bargaining unit in 2017. Per a MOU 4/21/16

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. This section MUST be completed in order to provide budget for the position.

Account Number(s): 11000-631000- 211000-677000-2100

Account Number(s): 17631-631000- 211000-695000-2100

50 % Amount \$ 32,306-51,387

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Funding: (check all that apply) ☒ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

Date

9/1/21

2. Division Vice President Signature

Date

8/2/21

3. Chief Compliance/Budget Officer Signature

Date

09/20/21

4. Human Resources Signature

Date

5. Vice President, Human Resources

Date

9/21/21

☒ Funding available ☐ Funding not available Position Number: CA9769 Contract Number: _____

Comments: Per a MOU signed on 4/21/16, no new unit members will be hired into the Public Safety Officer I A-88.

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position does not have funding, provide funding directions: _____

Rationale: _____

William J. Smoggin
6. Signature of President/CEO

October 28, 2021
Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Quiroz, David
Last day of employment: 6/30/2020 7/31/20
Reason for vacancy: Retirement
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of New Job Description)

☐ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

**For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

2. Job Descriptions

Job descriptions for Sworn Officer and Dispatcher will be compliant with the requirements of the peace officer standard training (POST) requirements.

3. Transition of Public Safety Officers

- A. The District commits to retaining all unit members employed in the Public Safety Department at the time this agreement is ratified, including no loss of pay or benefits.
- B. The District retains the right to determine the number of Sworn Officer positions to be established.
- C. The position of Public Safety Officer II will be established with a job description based on the Security Guard Standards of the California Bureau of Security and Investigative Services and a Firearms Qualification Card. The District will provide training and related services for all existing Public Safety Officers desirous of reclassification to this position no later than six months after the adoption of the job descriptions. Assignment of duties will be in accord with established Board Policy and Administrative Procedure. Following establishment of this position, no new unit members will be hired into the Public Safety Officer I job classification.
- D. All Public Safety Officers employed at the time this agreement is ratified shall be offered the opportunity to apply on a voluntary basis for the positions of Sworn Officer.
- E. Those expressing a desire to apply for Sworn Officer shall meet all eligibility requirements established by POST:
 - Fingerprint and criminal history check of local, state, and national files
 - Background investigation to ensure good moral character [per GC§1031(e)]
 - Medical and psychological suitability examinations [per GC§1031(f)]
- F. The District will provide the opportunity for Public Safety Officers meeting the above requirements the training necessary to qualify for the positions of Sworn Officer. Subsequent to successful completion of the required training and certification, individuals will be guaranteed an interview for open positions of Sworn Officer.



Memorandum of Understanding

Public Safety Unit Members

Intent

It is understood that the unit members who are in the transitional positions and don't transition can retain those positions for the entire period of service with the District.

As contained in law, unit members who are not successful in promoting to a higher level position have the right to retreat to their previous assignment.

It's the understanding of the District that job classifications mentioned in this MOU are subject to existing practice for indemnification for work done within the scope of employment.

It is the intent of the District and CSEA 262 to utilize the reclassification process for those currently performing duties of a dispatcher into the new job classification of Dispatcher.

1. Organization of the Public Safety Department

It is the intention of the District, upon ratification of this agreement, to reorganize the Public Safety Department to become the Campus Police Department. Classified staff positions in the Campus Police Department will be organized utilizing the following non-administrative job titles:

- A. Sworn Officer
- B. Parking Officer
- C. Dispatcher
- D. Public Safety Officer I (see section 3)
- E. Public Safety Officer II (see section 3)

4. Training to Maintain and Advance Employment

- A. The District will provide all training required to maintain employment of officers and Dispatchers in the Campus Police Department.
- B. The District will provide opportunities for current officers to acquire training and experience necessary to advance to promotional positions in the department.

ACCEPTED AND AGREED TO:

FOR THE DISTRICT

Bill Scroggins
Bill Scroggins

4/20/16
Date

FOR CSEA 262

Bill Rawlings
Bill Rawlings

4-21-16
Date
CSEA LABOR RELATIONS REPRESENTATIVE

Andy Ritchie
Andy Ritchie

4/21/16
Date

PUBLIC SAFETY OFFICER II

DEFINITION

Under general supervision, maintains a safe environment for students, staff, and faculty by performing public safety work within the College campus, including patrolling and securing buildings, grounds, and other College property, enforcing campus rules and regulations, as well as, the State Vehicle and Penal Code, providing information, escort, and other assistance to students, staff, faculty, and campus visitors. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary. The Police and Campus Safety Department is a 24/7 operation.

SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a Police and Campus Safety Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief, Police and Campus Safety. May provide technical and functional direction to student workers or hourly workers, and to administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is the second level in the public safety class series that performs public safety work within the College campus, including patrolling and securing buildings, grounds, and other College property, enforcing campus rules and regulations and other duties as described below. Responsibilities require the use of tact, discretion, and independent judgment. This class is distinguished from Public Safety Officer I which is not required to have and maintain current training in the use of firearms and is not required to undergo psychological testing and specialized training as per Penal Code 832 and Education Code 72330.5. It is further distinguished from the Police Officer in that the latter has full peace officer authority throughout the state of California. The Public Safety Officer II may be authorized to use appropriate force as determined by law.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Patrols the College campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.
2. Safely use authorized tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
3. Responds to a variety of public safety situations, both criminal and non-criminal. Assess and evaluate various medical emergencies according to established procedures; performs CPR/First Aid and operates an Automatic External Defibrillator (AED) as necessary; summons appropriate medical personnel.
4. Performs campus public safety duties; verifies credentials of persons on campus and denies access when appropriate; escorts visitors from campus and other restricted areas; secures buildings, locks doors and gates; provides access control for after hour emergency repair person and staff not having keys; monitors and assists in controlling traffic and crowds as required; assess and respond to situations that may put public safety at risk.
5. Assists in maintaining positive relationships with students, parents, staff, faculty, and administrators; provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to College programs and services; responds to staff requests for assistance in the classroom and around campus; works to resolve conflicts, assists students, staff and faculty with locked keys or disabled vehicles; communicates with students and staff regarding ongoing crime related problems.

6. Conducts preliminary investigations, including evidence collection; obtains information regarding thefts, accidents, lost and found property, photographs pertinent aspects of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.
7. Picks up and transports currency from various sites and locations, as assigned, to and from the campus vault.
8. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary; enforces College and state laws, rules, and regulations including the Vehicle and Penal Code; issues citations as necessary.
9. Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired equipment.
10. Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
11. Properly raises and lowers the United States of America, State of California, and Mt. SAC flags around campus.
12. Safely captures stray animals on campus and notifies animal control.
13. Provides general administrative support with recordkeeping, basic level research, collection, and reporting of data to support certifications required in the department; assists in the Police and Campus Safety Office with dispatching, window traffic, and phone calls.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
15. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, and methods of effective campus law enforcement and emergency response and evacuation.
2. Proper use of officer safety tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
3. Campus geography, maps, streets, landmarks, and driving directions.
4. Applicable federal, state, and local laws, regulatory codes, and procedures relevant to College public safety operations.
5. Safety practices and equipment related to the work.
6. Techniques of first aid and CPR.
7. Operating a motor vehicle in a safe manner under patrol conditions.
8. Record keeping and reporting methods, techniques, and procedures.
9. Hazardous materials and related abatement methods.
10. Modern office practices, methods, and computer equipment and applications related to work.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
1. Properly use authorized tactics, equipment, and techniques including the appropriate use of force.
2. Obtain necessary information from individuals in stressful or emergency situations.
3. Assess and respond to situations that may put public safety at risk.
4. Analyze situations and identify possible problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
5. Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
6. Operate radio communication equipment.
7. Operate a patrol vehicle and patrol emergency equipment in a safe and effective manner.
8. Conduct investigations and interviews concerning crime, traffic, and related incidents.
9. Encourage adherence to safety standards.
10. Perform basic first aid and CPR procedures, including the operation of an Automatic External Defibrillator (AED).
11. Prepare clear, comprehensive, and concise reports and other information related to observed violations.
12. Work confidentially with discretion.
13. Understand scope of authority in making independent decisions.
14. Operate modern office equipment including computer equipment and specialized software applications programs.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and two (2) years of public safety, security, law enforcement, or related experience.

A P.O.S.T Basic Certification will qualify incumbents for an increased pay grade.

A Bachelor's degree in Criminal Justice; Law Enforcement or directly related field will qualify incumbents for an increased pay grade.

Preferred Qualifications:

Equivalent to an Associate's degree from a regionally accredited college in criminal justice, security management, law enforcement, or a related field.

Licenses, Certifications and Requirements:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Must pass a P.O.S.T. background investigation, which includes fingerprint and criminal history check of local, state, and national files; background investigation to ensure good moral character [per GC§1031(e)]; and medical and psychological suitability examinations [per GC§1031(f)].
3. Possession of, or ability to obtain, Penal Code 832 Laws of Arrest and Firearms Certificates.

4. Possession of, or ability to obtain, Pepper Spray certification.
5. Complete and pass a State certified Tactical Telescoping Baton course.
6. Possession of, or ability to obtain, College Security Officer Training certification, per Education Code Section 72330.5(b).
7. Possession of, or ability to obtain, American Red Cross First Aid and CPR certification.
8. Complete and pass an Automatic External Defibrillator course.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Incumbents in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials, and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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Comments: _____

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Date

9/1/21

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

9/2/21

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: CA9769 Contract Number: _____

Comments: Per a MOU signed on 4/21/16, no new unit members will be hired into the Public Safety Officer I A-88.

Reviewed by President's Cabinet, the following action was taken on the above request:

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If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

Date

☒ Continued Funded Position (ex. Vacancy)

Former Employee (if applicable): Quiroz, David

Last day of employment: 6/30/2020 7/31/20

Reason for vacancy: Retirement
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____

☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☐ Classified

☐ Confidential

☐ Supervisory

☐ Administrative

****For Temporary Special Project Administrators only**

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(Refer to AP 7135)

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Funding From: _____