

**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: Sergeant, Police/Public SafetyDepartment: Police & Campus SafetyTime (FTE): 1 Term (months/year): 12 monthsWork Schedule (Days, Hours): Sunday-Saturday, Various HoursSalary Schedule (Range): M-7 \$91,904-\$104,472Background and Rationale (use back of form if additional space is needed): This request is submitted to fill the position to be vacatedby Paul Miller (see attached), who has announced his retirement effective November 1, 2022.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). NonePlease 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.**11000-631000-215000-695000-2100\$153,503Account Number(s): ~~11000-631000-215000-695000~~ 100 % Amount \$ ~~100,402~~

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

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

8/4/22

Ryan Wilson

Digitally signed by Ryan  
Wilson  
Date: 2022.08.25  
10:44:03 -07'00'

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

08.09.2022

5. Vice President, Human Resources

Date

8/31/2022

3. Chief Compliance/Budget Officer Signature

Date

08/22/22☒ Funding available ☐ Funding not availablePosition Number: MC9943 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO

September 6, 2022  
Date

## **SERGEANT, POLICE/PUBLIC SAFETY**

### **DEFINITION**

Under general supervision, plans, schedules, trains, deploys, organizes, supervises, and reviews the work of Public Safety staff for an assigned shift; performs the full range of field and office work in connection with patrol, including armed officers, investigations, and crime prevention and communications dispatch; learns and assists with administrative functions for the Department; fosters cooperative working relationships with other District departments, outside agencies, and the public served.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Deputy Chief, Public Safety. Exercises direct and general supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry-level management class in the Public Safety Officer series, responsible for all daily activities and for assisting with overall department management as assigned. Responsibilities include patrol supervision, investigation, and the performance of a variety of administrative duties. This class is distinguished from Deputy Chief, Public Safety in that the latter has management responsibility for administrative activities, major functions, programs, and services of the Public Safety Department.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, schedules, assigns, reviews, and evaluates the work of Public Safety staff on an assigned shift.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by staff; ensures that all personnel are in compliance with mandated training and are in possession of required certifications.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Prepares and administers briefings and deploys officers to site assignments in accordance with the needs of the District.
- Responds to calls for service for permit dispensers; picks up and transports currency from various sites and locations to the campus vault; disburses funds for permit sales; counts money generated.
- Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
- Ensures that departmental goals and objectives of Public Safety are met for maximum effective service delivery.
- Responds to crime scenes, accidents, or emergencies, and supervises Public Safety activities, including participating in any or all crime scene processes, providing technical advice, direction, and basic medical assistance; and requests additional resources as necessary.
- Identifies crime trends or other problems; develops plans and tactics to be employed in an effort to reduce crime and solve problems.
- Addresses any complaints or concerns from students, the public, or other District personnel regarding public safety issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.

- Attends and represents the Public Safety Department in meetings as directed by the Chief or Deputy Chief, Public Safety.
- Acts as a liaison with local law enforcement agencies, fire departments, and other entities as directed; coordinates special events with Event Services.
- May perform the full range of duties of a Public Safety Officer.
- Reviews written reports and daily logs completed by staff; ensures that all written reports are complete and accurate prior to submission to the Chief or Deputy Chief, Public Safety for approval; provides training in report writing as needed.
- Communicates with students and staff regarding public safety issues, including on-going crime related problems; develops and maintains forms for the information kiosk.
- Helps capture and isolate stray and uncontrolled animals; arranges for proper handling.
- Conducts thorough criminal, administrative, and personnel investigations as directed; completes written reports and briefs any entity at the District or law enforcement agency as required; prepares complete investigations ready for review by law enforcement and prosecuting agencies.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in campus public safety.
- Ensures that confidential investigations remain uncompromised.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Police science principles, practices, and techniques including: laws of arrest; search and seizure; theory and practice of police supervision and management; fundamentals of police science; rules of evidence; vehicle code and traffic control; court procedures; and appropriate safety precautions and procedures for the protection of life and property.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Department and District policies and procedures.
- Applicable Federal, State, and local laws, codes, ordinances.
- Investigation and identification techniques and equipment.
- Safety practices and equipment related to the work.
- Operating a motor vehicle in a safe manner under patrol conditions.
- Techniques of first aid and CPR.
- Basic budgetary and program evaluation practices.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.

- 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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills & Abilities to:**

- Plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift.
- Provide leadership and motivate staff.
- Train staff in work procedures.
- Perform all duties of the position effectively and efficiently with minimal supervision.
- Oversee and evaluate programs and projects.
- Apply theories, principles, and procedures in providing police services.
- Manage multiple tasks, often with competing priorities.
- Make effective presentations to individuals and groups.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations within general policy and legal guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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 the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of progressively responsible experience as officer in a P.O.S.T. certified law enforcement agency, including at least one (1) year of supervisory experience.

***Preferred Qualifications:***

An Associate's degree or higher degree from a regionally accredited college or university in criminal justice, security management, law enforcement, or a related field and Possession of an Intermediate P.O.S.T. certificate are preferred.

**Licenses & Certifications:**



- Possession of a valid California Driver's License.
- Possession of valid American Red Cross First Aid and CPR certification.
- Possession of a P.O.S.T. Basic Certificate for appointment as a peace officer, as per Penal Code 830.32 and Education Code 72330.

### **PHYSICAL DEMANDS**

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle and to visit various District 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. Must have the ability to operate specialized law enforcement tools and equipment including firearms, expandable batons, chemical agents, and handcuffs. 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. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, during all hours of the day and night, including weekends; are occasionally exposed to loud noise levels including sirens and firearms training, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives in potentially hostile environments, and be involved in interpreting and enforcing District policies and procedures as well as California Penal Codes and Vehicle Codes.