

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: Police LieutenantDepartment: Police & Campus SafetyTime (FTE): 1 Term (months/year): 12 mos.Work Schedule (Days, Hours): Sunday-Saturday, Various Hrs.Salary Schedule (Range): M-15 \$140,160 - \$154,944Background and Rationale (use back of form if additional space is needed):
See attachmentPlease list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None The title of this position was previously, "Deputy Chief, Police and Campus Safety"; no other changes to the positionPlease 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): 11000-630000-215000-677000-210053.48 % Amount \$ 115,860 ~~115,860~~Account Number(s): 17831-631000-215000-695000-2100 Parking46.52 % Amount \$ 100,781 ~~100,781~~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

10/14/22

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

10/5/22

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not availablePosition Number: MC9979Contract Number: 211607

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

Date

LIEUTENANT, POLICE AND CAMPUS SAFETY

DEFINITION

Under administrative direction, the Police Lieutenant will perform administrative and technical work for the Police and Campus Safety Department (P&CSD), and participate in the overall management and supervision of P&CSD in the development of goals, priorities, objectives, and procedures. In the absence of the Chief, P&CSD, the Lieutenant assumes command of the department, when directed. The Lieutenant will also assist in planning, organizing, managing, and providing administrative direction and oversight for major programs, functions, and activities of the Police and Campus Safety Department and assist in coordinating assigned activities with other College departments, divisions, outside agencies, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an operational department manager classification in the Police and Campus Safety Department. The incumbent is responsible for planning patrol, public service, and investigative functions or administrative support activities, including assisting the Chief in formulating policy and developing goals and objectives. Assists in planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other College departments. Responsibilities include performing and directing many of the department's day-to-day operational functions. At the direction of the Chief, may assume command in the absence of the Chief, Police and Campus Safety.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the day-to-day operations and activities of the Police and Campus Safety Department.
2. Assists in directing, managing, and participating in the development and implementation of goals, objectives, policies, and priorities for the department; recommends appropriate service and staffing levels and administers policies and procedures.
3. Provides administrative management, leadership, and motivation to departmental personnel to facilitate the delivery of focused quality service to the campus community.
4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Chief; directs the implementation of improvements.

5. Trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline; responds to staff questions and concerns.
6. Participates in the development and administration of the department's annual budget; assists in the forecast of additional funds needed for staffing, equipment, supplies, and materials; assists in the monitoring of and approval of expenditures; implements adjustments as necessary.
7. At the direction of the Chief, oversees the maintenance of Clery Act mandated crime reporting; publishes and disseminates the mandated information; maintains the department's website for this purpose.
8. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Chief, Police and Campus Safety.
9. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.
10. Monitors legal, regulatory, technological, and societal changes, and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
11. Investigates and resolves problems with requests for services or complaints regarding Police and Campus Safety functions; conducts internal investigations of complaints from officers and/or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
12. In collaboration with College partners, plans and coordinates campus event management, including security, traffic/parking planning, and staffing. Interacts with Technical Services to ensure appropriate numbers of contract security/law enforcement personnel are deployed for events.
13. Develops cooperative working relationships with representatives of other local public safety departments; represents the College and department in meetings with members of other public and private organizations, business, educational and community groups, and the public.
14. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing the organizational structure and protocols of the Standardized Emergency Management System (SEMS). Plans, organizes, and initiates bi-annual EOC and tactical exercises with our law enforcement partners and City of Walnut emergency operations personnel.
15. Assists with selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; responds to staff questions and concerns.

16. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings.
17. Prepares and delivers oral presentations related to assigned areas if needed.
18. Provides a high level of customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Encourages, supports, and abides by federal, state, and local policies and College Board Policies and Administrative Procedures.
20. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
3. Principles and practices of budget administration.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Functions, services, and funding sources of a college campus public safety department.
6. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department.
7. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
8. Record-keeping principles and procedures; investigation and identification techniques and equipment.
9. General principles of risk management related to the functions of the assigned area.
10. Recent and on-going developments, current literature, and sources of information related to the operations of a college campus public safety department.
11. Safety practices and equipment related to the work.
12. Modern office practices, methods, and computer equipment and applications related to the work.
13. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
14. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
15. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, and anti-racism within the departments.
2. Articulate and communicate the College's vision and commitment to creating an equitable, diverse, inclusive, and anti-racist academic and work environment.
3. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
4. Demonstrate ability to function in a community policing focused organization.
5. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
6. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
10. Effectively represent the department and the College in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Communicate effectively through various modalities.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
14. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Make ethical and sound decisions according to laws, and established policies, procedures and regulations.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- Equivalent to graduation from a regionally accredited four-year college or university with major coursework in security management, law enforcement, or a related field, and
- Three (3) full time equivalent years of supervisory experience in public safety or law enforcement services.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR

2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses & Certifications:

Possession of, or ability to obtain and maintain the following:

1. Advanced certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)
2. Valid California Driver's License
3. American Red Cross First Aid and CPR certification
4. Automatic External Defibrillator and a State certified Tactical Telescoping Baton course
5. This position requires the incumbent to obtain and maintain certification and satisfactorily complete the latest Bureau of Security and Investigative Services peace officer training course approved by the Commission on Peace Office Standards and Training (P.O.S.T.) per Penal Code 832 and Education Code 72330.5. In accordance with Penal Code 832, satisfactory completion is demonstrated by passage of an appropriate examination developed or approved by the Commission.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various College and meeting sites; vision to maintain firearms qualification and 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 access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Police and Campus Safety services equipment. Positions 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 up to 50 pounds and objects weighing more than 50 pounds with assistance.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances, and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended 10/22